



MABUHAY VINYL CORPORATION



Dear Shareholder,

Please be reminded to promptly notify our stock transfer agent, **BDO Stock Transfer**, for any changes in your contact information, including your registered and mailing address and phone numbers. This will help ensure that you receive all notices, dividend payments, reports and circulars released to shareholders by the Company.

Below are the standard requirements of BDO Stock Transfer for shareholder requests:

For **Individual Stockholders**, please visit BDO Stock Transfer, with office address at 14th Floor BDO Towers Valero, 8741 Paseo de Roxas, Makati City, along with the following:

- a. Photocopies of two (2) valid IDs – government issued IDs or Company IDs with signature
- b. Duly accomplished and signed Shareholder Request Form

*If you are a BDO Unibank, Inc. (**BDOUB**) account holder*, please visit and inform your branch of account to send BDO Stock Transfer via email bdo-stock-transfer@bdo.com.ph, copy of the following:

- a. Photocopies of two (2) valid IDs – government issued IDs or Company IDs with signature
- b. Duly accomplished specimen signature card verified by the BDO Branch of Account
- c. Duly accomplished and signed Shareholder Request Form

If you are unable to visit BDO Stock Transfer and you do not have an existing BDOUB account, you may send the following documents in its address stated above:

- a. Photocopies of two (2) valid IDs – government issued IDs or Company IDs with signature
- b. Original bank certification from bank of choice, that the signature appears on the certification is the same as the signature in their files. Please also attach photocopies of two valid IDs (**one is company ID**) of the bank officer/s who executed the bank certification.

c. Duly accomplished and signed Shareholder Request Form

For **Corporate Stockholders**, you may please submit the following or send via courier to BDO Stock Transfer in its address stated above:

- a. Copy of latest Articles of Incorporation, By-Laws, and General Information Sheet certified true and correct by Corporate Secretary
- b. Original Sworn Secretary's Certificate attesting to the Board of Directors/Trustee resolution on designation of authorized signatory/ies
- c. Copies of valid government issued IDs of authorized signatory/ies
- d. Original Specimen Signature Card of authorized signatories duly verified by your Corporate Secretary. (For a copy of the blank signature card, please coordinate with BDO Transfer Agent at email address bdo-stock-transfer@bdo.com.ph)

You may reach out to **BDO TIG – Securities Services (Stock Transfer)** at telephone numbers (632) 8878-4965, (632) 8878-4964 or email bdo-stock-transfer@bdo.com.ph.

You may also view our **company website** www.mvc.com.ph or **PSE Edge Disclosure** at <https://edge.pse.com.ph/> for regular updates or email filvinyl@mvc.com.ph for assistance.

Thank you.

Mabuhay Vinyl Corporation



STOCKHOLDER'S REQUEST FORM

Type of Request:

- Check Reissuance/Replacement Change Address Certificate Retrieval

Mode of Check Release:

- ___ For pick-up at Stock Transfer Office
 ___ Send via registered mail (FEES WILL BE SHOULDERED BY THE STOCKHOLDER)
 ___ Send via courier (FEES WILL BE SHOULDERED BY THE STOCKHOLDER)

Name of Stock : _____
 Name of Stockholder : _____
 Stockholder Acct. No. : _____
 Certificate No : _____
 Contact Number : _____
 Email Address : _____
 TIN No: : _____
 Old Address: _____

 New Address: _____

It is therefore requested that all unclaimed dividend reissued, if there's any and all future correspondences, notices and dividend pertaining to the undersigned stockholder may be sent to the new address.

 Signature over printed name Date

REQUIREMENTS:

- Two (2) valid IDs
 Individual : Government issued IDs , Company IDs with signature
 Corporation : Articles of Incorporation, By-Laws, General Information Sheet, Secretary Certificate on authorized signatories, & valid Government-Issued IDs of Authorized Signatories
- Duly accomplished specimen signature card
- Bank certification stating that the signature appears in the certification is the same as the bank records together with the photocopy of ID of the bank officer who issued the certification.

ADDITIONAL REQUIREMENTS FOR LOST CHECKS:

- Affidavit of Loss
- Stop Payment Order fee of Php 200.00

Note: We will only process stockholders request upon receipt of the signed **original request form** and **all requirements** stated above

Please send all documents to:

BDO Unibank, Inc.
Trust and Investment Group - Securities Services (Stock Transfer)
14TH Floor BDO Towers Valero
Paseo de Roxas, Makati City

DO NOT FILL OUT THIS PORTION (FOR TIG- SSU USE ONLY)

Physical check

- | | |
|------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Presented/Stale | <input type="checkbox"/> Discarded (Warehouse) |
| <input type="checkbox"/> Unclaimed | <input type="checkbox"/> Change of name |
| <input type="checkbox"/> Lost | |

Lost check requirements:

- Affidavit of loss
- Stop payment order fee of Php 200.00

By: _____

Date: _____