



Dear Shareholder,

Please be reminded to promptly notify our stock transfer agent, BDO Stock Transfer, of 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:

<p>For Individual Stockholders, please visit BDO Stock Transfer, with office address at 14th Floor BDO Towers Valero, 8741 Paseo de Roxas, Makati City, and submit the following:</p> <ul style="list-style-type: none">a) Photocopies of two (2) valid IDs – government-issued IDs or Company IDs with signatureb) Duly accomplished and signed Shareholder Request Form and Data Privacy Consent Form
<p><i>If you are a BDO Unibank, Inc. (BDO) account holder</i>, please visit and inform your branch of account to send BDO Stock Transfer via email bdo-stock-transfer@bdo.com.ph, copies of the following:</p> <ul style="list-style-type: none">a) Photocopies of two (2) valid IDs – government-issued IDs or Company IDs with signatureb) Duly accomplished specimen signature card verified by the BDO Branch of Accountc) Duly accomplished and signed Shareholder Request Form and Data Privacy Consent Form
<p><i>If you are unable to visit BDO Stock Transfer and you do not have an existing BDO account</i>, you may send via courier the following documents to the address stated above:</p> <ul style="list-style-type: none">a) Photocopies of two (2) valid IDs – government-issued IDs or Company IDs with signatureb) Original bank certification from the 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 (<i>one should be a company ID</i>) of the bank officer/s who executed the bank certification.c) Duly accomplished and signed Shareholder Request Form and Data Privacy Consent Form
<p>For Corporate Stockholders, you may please submit the following or send it via courier to BDO Stock Transfer in the address stated above:</p> <ul style="list-style-type: none">a) Copy of latest Articles of Incorporation, By-Laws, and General Information Sheet certified true and correct by Corporate Secretaryb) Original Sworn Secretary’s Certificate attesting to the Board of Directors/Trustee resolution on the designation of authorized signatory/iesc) Copies of valid government-issued IDs of authorized signatory/iesd) 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 the email address bdo-stock-transfer@bdo.com.ph)

For further information, 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.smprime.com or PSE Edge Disclosure at <https://edge.pse.com.ph/> for regular updates or email info@smprime.com for assistance.

Thank you.

Very Truly Yours,

SM Prime Holdings, Inc.



STOCKHOLDERS 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: _____

DATA PRIVACY CONSENT

TO: **SM PRIME HOLDINGS, INC.**

The undersigned hereby consents to the collection, processing, storage, sharing (within the SM Prime Holdings, Inc.), use or disclosure by SM Prime Holdings, Inc. (the "Company") and/or its transfer agent of the personal information and/or sensitive personal information of the undersigned, to the extent that such collection, processing, storage, sharing (within the Company), use or disclosure are required or necessary to enable the Company and/or its transfer agent to comply with their respective obligations as issuer and stock transfer, registrar and withholding tax agent under applicable laws, rules and regulations.

Name of Company

Signature of Stockholder/Authorized Representative Over Printed Name

Date