

Petron Corporation Program on Direct Deposit of Cash Dividend Information Guide

1. What is the Direct Deposit of Cash Dividend Program?

The Direct Deposit of Cash Dividend (DDCD) Program is Petron's new cash dividend distribution scheme. The cash dividend of a stockholder who enrolls in this program is deposited directly to his or her specified account in a Petron-accredited bank. DDCD complements the current distribution scheme wherein cash dividend checks are sent to shareholders via mail or special couriers.

2. What are the advantages of joining the program?

- A stockholder enrolled in the DDCD Program will enjoy prompt receipt of a declared cash dividend since it will be deposited to his or her specified bank account on payment date.
- The possibility of the stockholder not receiving his cash dividend for various reasons (i.e. undeclared change in mailing address, general delivery errors, check received by another person and not turned over to the stockholder, etc.) can be avoided.
- Cash dividend checks getting stale due to failure to encash on the specified date can be prevented.
- Stockholder can do away with the hassle of spending time, money and effort going to the bank to deposit or encash cash dividend checks.
- The possibility of losing or misplacing cash dividend checks can be avoided.

3. How does a stockholder join the program?

- A stockholder must voluntarily enroll in the DDCD Program by completely accomplishing the Direct Deposit Enrollment Form and submitting it thru mail to :

Petron Corporation
Stockholder Services, Public Affairs Department
39/F Petron MegaPlaza
358 Sen. Gil Puyat Avenue, Makati City

- The form must be signed and accompanied by photocopies of three (3) valid IDs which should include a photocopy of an ATM card, passbook or check bearing the account name and number to which the stockholder wishes his or her cash dividend deposited to.
- For corporations, the submission of a Secretary's Certificate is required, indicating the authorized

signatory(ies) for the Direct Deposit Enrollment Form, and together with photocopies of their two valid IDs.

- Petron must be immediately informed should a stockholder decide to change the bank or the account number originally indicated in the enrollment form. He or she will then be asked to fill up a new form and re-submit photocopies of the required valid IDs.

4. Is there a deadline for joining the program?

There is no deadline for enrolling in the DDCD Program; a stockholder may join anytime.

5. What are the accepted valid identification documents?

- Driver's license
- Valid passport
- Social Security System(SSS) card
- Company/Employee's ID
- Senior Citizen Card
- Professional Regulatory Commission (PRC) card
- Alien Certificate of Registration (ACR)
- ATM Card, passbook or check with name and account number
- Major Credit Cards
- Birth Certificate
- Marriage Contract
- NBI/Police Clearance

6. Which banks are accredited by Petron Corporation for this program?

- Banco de Oro Universal Bank (all branches)
- Bank of the Philippine Islands (all branches)
- Development Bank of the Philippines (all branches)
- Equitable-PCI Bank (all branches)
- Landbank of the Philippines (all on-line branches)
- Metropolitan Bank & Trust Company (all branches)
- Philippine National Bank (Metro Manila branches only)

7. How does this program work?

- The form and IDs submitted by the stockholder will be consolidated by Petron and will be forwarded to its stock transfer agent for validation of the signature. The consolidated list will then be transmitted to the bank.
- The bank will check the account number given by the stockholder. In case of any problem, the bank will inform Petron Corporation which, in turn, will advise the stockholder. Then the stockholder will have to settle the problem before he can join the program.

- If there is no problem, the bank will deposit the cash dividend to the stockholder's account on payment date.
- The bank will submit a report to Petron Corporation on all successful deposits.
- The bank will immediately inform Petron Corporation of any unsuccessful deposit/crediting of the account so the latter can send the check of the stockholder thru the Post Office or a special courier.

8. Does the program have security features?

Stockholders are assured that all information given to Petron Corporation, the stock transfer agent and the bank will be treated with confidentiality.

9. Can a stockholder use the account of a relative, friend or another stockholder?

Petron Corporation will not allow a stockholder to use an account which is not in his name.

10. Can a stockholder open an account with the accredited banks?

Yes, but the stockholder has to comply with the policy of the bank i.e. the required minimum amount to open an account, maintaining balance, required IDs, etc.

11. Can a stockholder still join the program using her account under her married name although her account name in the books of the transfer agent has not been changed?

The stockholder should first have her account name in the books of Petron's stock transfer agent changed. To do this, she should surrender her stock certificates to our stock transfer agent with a letter of request to change her name, a copy of her marriage certificate and two valid IDs. The stock transfer agent will then cancel the original stock certificates and issue a new one. The cancellation of one stock certificate will cost P20 plus 10% VAT and the issuance of a new stock certificate will cost P100.00 plus 10% VAT.

12. Can a stockholder holding Petron shares under different accounts use just one bank account?

- Yes as long as he fills up one form for each account.
- A stockholder can also use different bank accounts for each of these accounts.