

iPEOPLE INC. 8th Floor, Mapua University Makati Campus, 1191 Pablo Ocampo Sr. Extension Ave., Brgy. Sta Cruz, Makati City

**SHAREHOLDERS' ACCOUNT AND SIGNATURE UPDATE FORM**

DATE \_\_\_\_\_

NAME OF CORPORATE SHAREHOLDER: \_\_\_\_\_

NUMBER OF SHARES HELD: \_\_\_\_\_

Principal Authorized Signatory (For Mailing Address and Contact Details purposes)

Last Name	First Name	Middle Name	Suffix

  

MAILING ADDRESS			
Unit No.	Street Name	Building	Barangay
City/Municipality	Province/State	Country	Postal/ZIP Code

DATE OF BIRTH _____	CIVIL STATUS _____
NATIONALITY _____	TIN _____
MOBILE NO. _____	TELEPHONE NO. _____
EMAIL ADDRESS _____	

**SPECIMEN SIGNATURE (PLEASE SIGN THREE TIMES)**

**REQUIRED DOCUMENTS**

**CORPORATION -** Secretary's Certificate or Board of Director's Resolution, Copies of Stock Certificates, Valid Gov't. issued IDs of Authorized Signatories, SEC Registration, Update General Information Sheet (GIS) and Articles of Incorporation & By-Laws

**IPO CASH DIVIDEND DIRECT CREDIT PROGRAM ENROLLMENT FORM**

BANK NAME	_____
BRANCH	_____
BANK ADDRESS	_____
	_____
MODE OF OPERATION	_____
ACCOUNT TYPE	_____
ACCOUNT NAME	_____
	_____
ACCOUNT NO.	_____

I hereby authorized Rizal Commercial Banking Corporation (RCBC) to credit the cash dividend to my Bank account.

That by signing this form, I hereby certify that all the information I provided are true and correct.

\_\_\_\_\_  
Authorized Signatory's Name and Signature

**(FOR RCBC STOCK TRANSFER USE ONLY)**

Received By/Date: \_\_\_\_\_ Signature Verified By/Date: \_\_\_\_\_ Approved By/Date: \_\_\_\_\_

**DATA PRIVACY CONSENT**

I hereby agree, consent, and authorize RCBC Stock Transfer or IPEOPLE, INC., its directors, officers, employees, authorized representatives or third parties, to collect, use, dispose, transfer, store, obtain, record, share, update, modify, monitor, and/or process my confidential information, personal information, and sensitive personal information (Personal Data), in accordance with R.A. No. 10173 "The Data Privacy Act of 2012" and its implementing rules and regulations and any of its amendments.

I hereby agree that said Personal Data shall not be shared to third parties outside of IPEOPLE, INC., other than its stock transfer agent, except in special circumstances where I have given my specific consent or as required by laws, rules, or regulations. I acknowledge that the transfer agent has been required to implement its own data privacy program to secure and keep my information confidential in accordance with law. Said persona data shall be stored in the Stock Transfer Registry System of IPEOPLE, INC. transfer agent, with a retention of period of up to ten (10) years or such period as the law or the rules required.

I acknowledge that I am afforded certain rights in relation to my Personal Data such as the right to object or withdraw my consent and/or edit my consent preference at any time.

I understand, acknowledge and confirm of my/our awareness of the numerous risks inherent and associated in conveying my instructions to RCBC, including the written instructions delivered to or received by IPEOPLE, INC. via e-mail (including but not limited to damages incurred as a result of interception of any email, failure of any encryption of any attachment to an email, viruses within the machine/terminal used by me/us, lack of clarity in the e-mail instructions, and any risks associated with IPEOPLE, INC. or RCBC Stock Transfer Agent processing a forged/tampered e-mail instruction in good faith) and hereby confirm my acceptance of all risks and unconditionally agree that all risks shall be borne by me and IPEOPLE, INC. or RCBC Stock Transfer Agent shall not be liable for any losses or damages arising as a consequence of IPEOPLE, INC. or RCBC Stock Transfer Agent acting on any e-mail instructions by me or purporting to be from me received by IPEOPLE, INC. or RCBC Stock Transfer Agent via e-mail.

\_\_\_\_\_  
Authorized Signatory's Name and Signature

**CASH DIVIDEND DIRECT CREDIT PROGRAM (CDDCP)****TERMS & CONDITIONS****Liabilities of parties in the event of failure of payments of cash dividend to the designated bank accounts due to system failure, fraud (internal or external intrusion), or any cybercrime related incidents "Force Majeure" or acts of God:**

## Responsibilities of RCBC in system failure, fraud (internal or external intrusion) and cybercrime related incidents

- In the event of troubles or delay on the transfer of funds on the payable date of cash dividends due to system failure, fraud (internal or external intrusion) or any cybercrime related incident, an internal investigation shall be conducted by RCBC to determine if said incidents is a result of failure on, during, or after RCBC operations. RCBC shall have three (3) days to investigate and determine if said troubles or delays is a result of RCBC operations, a third-party system (beneficiary bank) or a fraud (internal or external intrusion) or a cybercrime related incident. The liabilities of RCBC to the shareholder shall be determined based on the terms of the Stock Transfer, Stock Registrar and Dividend Paying Agency Agreement, including its amendments or supplemental.
- RCBC shall **NOT** be liable to any system failure, fraud (internal or external intrusion) or cybercrime related incidents in a third-party system (beneficiary bank).

## IPEOPLE, INC.'s funding of accounts

- IPEOPLE, INC. shall be liable to cover any damages or penalties from its failure to deliver or transfer funds on the payable date of cash dividends.

## Third-party system (beneficiary bank)

- In case of failure of transfer of funds to a third-party system, RCBC shall immediately report the matter to the concerned shareholder and its beneficiary bank for action until the funds is successfully transmitted to the designated bank account of the shareholder.

## Reports on transfer of funds and troubleshooting if RCBC electronic delivery system is unsuccessful

- In case of system failure, a check can be issued immediately if no correction can be done on the payable date of cash dividend. The shareholders shall be advised that a check shall be issued within five (5) days and to be delivered to shareholders' mailing address.
- A status report on the transfer of funds shall be provided to IPEOPLE, INC. within three (3) days.

## Failure of cash dividend payment on the payable date due to "Force Majeure" or Acts of Nature cannot be taken against either/or RCBC, to a third-party (beneficiary bank), or IPEOPLE, INC..

**Liabilities on the part of shareholders and co-depositors if credited fund is a result of system failure, fraud (internal or external intrusion) and any cybercrime related incident:**

- If credited funds are results of system failure, fraud or cybercrime related incident with or without the permission of shareholders and co-depositors, RCBC and IPEOPLE, INC. shall have the authority to recover from designated bank accounts of shareholders and co-depositors. Recovery of funds shall include any amount credited by means of system failure (erroneous, double or multiple credit entries), fraud (internal or external intrusion) or any cybercrime related incident.
- If funds (a result of system failure, fraud or cybercrime incidents) have been willingly or unwillingly withdrawn by shareholders or co-depositors, both accountholders are responsible to return the funds to RCBC.
- If shareholders and co-depositors have failed to pay or return the funds (a result of system failure, fraud or cybercrime), RCBC and IPEOPLE, INC. shall have the authority to hold all future cash dividends in order to recover any unreturned funds. The shareholders shall only begin to receive the cash dividends once the fund has been fully settled.

## Credit posting of cash dividends to shareholders' accounts

- On the payable date of cash dividends, a cut-off and schedule of crediting of funds shall be implemented by RCBC to beneficiary banks of shareholders. If no significant AMLA findings has been found the crediting of cash dividends can be expected by shareholders on the payable date of cash dividends.

## AMLA checking of funds

- All significant funds (P500,000.00 and above) credited in shareholders' designated bank accounts shall be subject to AMLA checking by the beneficiary banks. This process may result to a delay in the crediting of cash dividends. If cleared by the beneficiary bank the shareholders shall expect the crediting of cash dividends to their designated bank accounts.

That by signing this form I hereby certify that I fully understand the terms and conditions in this Cash Dividend Direct Credit Program.

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Authorized Signatory's Name and Signature