

TRUST/IMA  
ACCOUNT NUMBER

CLIENT  
INSTRUCTIONS

In the exercise of the reserved power vested in the Trustor/Principal to direct investments of the Trust/investment management account funds, pursuant to the Trust Agreement/Investment Management Agreement/Participation Agreement executed between myself/ourselves under above mentioned IMA/Trust Number/Participation Number, you are hereby authorized and directed to execute the following instructions for my/our account and risk, as much of the corpus that could be reasonably accommodated in the transaction specified below, subject to the following terms and conditions:

|   |   |   |  |
|---|---|---|--|
| <b>TRUST ACCOUNT NAME</b>   | <input type="text"/>  | <b>DATE</b>   | <input type="text"/>   |
| <b>PARTICULARS</b>  | <input type="checkbox"/> <b>BUY</b> <i>(Please specify name of investment)</i>  | <input type="checkbox"/> <b>SELL</b> <i>(Please specify name of investment)</i> |  |
|   | <input type="text"/>  | <input type="text"/>  |  |
|   | <b>INVESTMENT AMOUNT/SHARES</b> <i>(Specify currency)</i>   | <b>AMOUNT/SHARES TO BE REDEEMED</b> <i>(Specify currency)</i>                   |  |
|   | <input type="text"/>  | <input type="text"/>  |  |
| <b>TYPE OF ARRANGEMENT</b>  | <input type="checkbox"/> <b>DISCRETIONARY</b> - THE TRUST ENTITY HAS AUTHORITY OR DISCRETION TO INVEST THE FUNDS/ PROPERTY OF THE CLIENT IN ACCORDANCE WITH THE PARAMETERS SET FORTH BY THE CLIENT.   |   |  |
|   | <input type="checkbox"/> <b>NON-DISCRETIONARY</b> - INVESTMENT ACTIVITY OF THE TRUST ENTITY IS DIRECTED BY THE CLIENT OR LIMITED ONLY TO SPECIFIC SECURITIES OR PROPERTIES AND EXPRESSLY STIPULATED IN THE AGREEMENT OR UPON WRITTEN INSTRUCTION OF THE CLIENT.   |   |  |
| <b>INVESTMENT OBJECTIVE</b>   | <input type="checkbox"/> <b>SAFETY/CAPITAL PRESERVATION</b>   | <input type="checkbox"/> <b>REGULAR INCOME SOURCE</b>                           |  |
|   | <input type="checkbox"/> <b>WEALTH ACCUMULATION/BUILD UP</b>  | <input type="checkbox"/> <b>SIGNIFICANT GROWTH/CAPITAL APPRECIATION</b>         |  |
| <b>TRUST FEE (TF) RATE</b>  | <b>UPFRONT FEE</b> <input type="text"/>   | <input type="checkbox"/> <b>EXCLUSIVE</b>                                       | <input type="checkbox"/> <b>INCLUSIVE</b>  |
|   | <b>PER ANNUM</b> <input type="text"/>   | <b>OTHER CHARGES</b>  | <input type="text"/>   |
| <b>BASIS OF TRUST FEE</b>   | <input type="checkbox"/> <b>FACE VALUE (FIXED INCOME)</b><br><input type="checkbox"/> <b>NUMBER OF SHARES MULTIPLIED BY THE ISSUE PRICE (STOCKS)</b><br><input type="checkbox"/> <b>MARKET VALUE AS OF MONTH END</b><br><input type="checkbox"/> <b>MONTHLY AVERAGE MARKET VALUE</b><br><input type="checkbox"/> <b>OTHERS</b> <input type="text"/> |   |  |
| <b>COLLECTION</b>   | <input type="checkbox"/> <b>MONTHLY</b>   | <input type="checkbox"/> <b>QUARTERLY</b>                                       | <input type="checkbox"/> <b>SEMI-ANNUALLY</b> <input type="checkbox"/> <b>ANNUALLY</b> |
|   | <input type="checkbox"/> <b>EVERY COUPON/DIVIDEND/INTEREST PAYMENT</b>  | <input type="checkbox"/> <b>OTHERS</b>  | <input type="text"/>   |
| <b>SOURCE OF FUNDS</b><br><i>(For buy transactions)</i>   | <input type="checkbox"/> <b>MANAGER'S CHEQUE : BANK-BRANCH</b> <input type="text"/> <b>MC NUMBER</b> <input type="text"/>   |   |  |
|   | <input type="checkbox"/> <b>FROM MY/OUR PBCOM ACCOUNT NUMBER</b> <input type="text"/>   |   |  |
|   | <b>ACCOUNT NAME</b> <input type="text"/>  |   |  |
| <b>PROCEEDS OF INVESTMENT (MATURITY/SALE) AND ALL COUPON/DIVIDEND/INTEREST PAYMENT</b> <small>(FOR BUY AND SELL TRANSACTIONS)</small> |   |   |  |
|   | <input type="checkbox"/> <b>CREDIT MY/OUR PBCOM ACCOUNT NUMBER</b> <input type="text"/>   |   |  |
|   | <b>ACCOUNT NAME</b> <input type="text"/>  |   |  |
| <b>OTHER INSTRUCTIONS</b>   | <input type="text"/>  |   |  |

DO YOU AGREE?

**1. COLLECTION OF FEES**

I/We acknowledge that the above mentioned Trust Fee (TF) is specific to the investment made pursuant to these instructions and may not be the same as those charged for the other investments in my/our account, if any, or for those charged other accounts. Such collection of TF covers any maintenance fees paid to a BSP-accredited third party custodian contracted by PBCOM Trust and Wealth Management Group (PBCOM TWMG). For UITFs, early redemption penalties based on the Declaration of Trust, may also be levied against the value of my/our investment in case I/we redeem the placement prior to completing the minimum holding period required for this particular placement. Any transactional costs (e.g. Broker's commission) associated with my/our investment shall be for my/our account.

**2. TAXES**

I/We understand that all sums payable to me/us under this Agreement/Contract shall be payable in cleared funds in the agreed currency on the due date of such amounts. All such taxes, charges and fees, including VAT, shall be charged to and be for my/our account.

**3. PRODUCT DISCLOSURES**

Further, I/we fully understand the explanations provided to me/us on the selected investment and that my/our queries and concerns have all been addressed satisfactorily by the Business Development Officer or authorized sales personnel of the Bank (the "marketing personnel") assigned to me/us. For placements with a maturity date, I am/we are comfortable on placing my/our funds for the entire duration of the placement. For open-ended investments, I am/we are also comfortable on placing my/our funds in such investment. Where necessary, I/we have sought independent/ professional advice in making this assessment. Based on my/our own assessment of the information provided and results of my/our Client Suitability Assessment, I am/we are satisfied that the placement is in my/our best interest and in accordance with the purpose of the Trust that I/we have established.

**4. RISK DISCLOSURES**

I/We have completely read and fully understood the various type of risks enumerated in the Risk Disclosure Statement, and the same were clearly explained to me/us by the marketing personnel assigned to me/us before I/we affixed my/our signature in the said Risk Disclosure Statement. I/We hereby voluntarily and willingly agree to comply with any and all laws, regulations, the plan rules, terms and conditions governing my/our investment.

**5. REDEMPTION AND QUIT CLAIM**

Upon redemption of the foregoing investment, I/we authorize PBCOM TWMG to cause payment of such redemption proceeds, net of all charges including agreed Trust fees, via credit to my/our account or any mode of payment as I/we so provided and you authorized.

I/We understand that full withdrawal of my/our funds does not signify the closing of my/our settlement account. I/We understand that I/we will be given a six (6)-month grace period from full withdrawal of my/our funds wherein my/our account will remain in active status. This would allow me/us to invest in future issuances using this account within the grace period. Should the 6-month grace period lapse without any investment or transaction, my/our account will be closed by the PBCOM TWMG without need of any prior notice to me/us.

Once payment of full withdrawal of funds has been made and no objection has been received from me/us within ten (10) banking days from receipt of the proceeds, it shall be deemed binding and equivalent to a receipt and release in my/our favor and I/we release and hold PBCOM TWMG free and harmless from any claims, actions and liability whatsoever now and in the future arising out of and as a consequence of the acts or transactions done or entered into by PBCOM TWMG in the performance of its duties.

**6. AUTHORITY**

The Principal agrees, consents, and authorizes PBCOM TWMG to disclose without need of notice, of necessary information about the Principal and/or relating to the Principal's Investment Portfolio to the (i) issuer, withholding tax agents, fund providers or their designated representatives, as may be necessary in the performance of its functions and obligations under the appropriate laws and regulations; or (ii) third persons and entities to facilitate administration and implementation of the Principal's Portfolio; or(iii) any government regulatory agencies.

**7. SHARING OF INFORMATION**

I/We give PBCOM TWMG the authority to disclose the details of my/our Trust/Investment Management Account investments to my/our banking relationship manager. By providing my/our personal data and signing this Form, I am/we are giving my/our consent to PBCOM TWMG and its authorized representatives and accredited service providers to collect, use, process, dispose, and protect my/our personal data contained in this Form and in any related documents and forms, whether given manually or electronically, for any legitimate business purpose of PBCOM TWMG related to IMA/TOFA, UITF, Retirement Fund account opening, Bonds, Short Term Commercial Papers, Time Deposits, Preferred/Common Shares, REITs and Unit Investment Trust Funds, Gov't Securities and Promissory Notes.

**8. TO THE TRUST/INVESTMENT MANAGEMENT ACCOUNT**

I/We declare under the penalties of perjury for sale/withdrawal/redemption transactions that my/our co-Trustors/Principals are still living as of date of this withdrawal.

**9. PRIMARY ISSUANCES**





I/We accept that the order I/we placed is subject to allocation or orders consolidation process and is subject to the risk of being awarded a lower amount depending on the total received orders and the issue size.

**10. COMMINGLING OF FUNDS**

Commingled funds shall only be invested in (i) securities directly issued by the National Government (i.e. government securities), (ii) SEC-registered exchange-traded equities and fixed income securities and commercial papers registered with the Securities and Exchange Commission.

By providing my/our personal data and signing this form, I am/we are giving my/our consent to the PHILIPPINE BANK OF COMMUNICATIONS – TRUST AND WEALTH MANAGEMENT GROUP and its authorized representatives and accredited service providers to collect, use, process, dispose, and protect my/our personal data contained in this Form and in any related documents and forms, whether given manually or electronically, for any legitimate business purpose of the PHILIPPINE BANK OF COMMUNICATIONS - TRUST AND WEALTH MANAGEMENT GROUP, including but not limited to profiling, data sharing, direct marketing, and commercial communications.

**SIGN HERE**

|   |   |
|---|---|
| <br><b>SIGNATURE OVER PRINTED NAME</b> | <input style="width: 100%;" type="text"/><br><b>DATE (mm/dd/yyyy)</b> |
| <br><b>SIGNATURE OVER PRINTED NAME</b> | <input style="width: 100%;" type="text"/><br><b>DATE (mm/dd/yyyy)</b> |
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**FOR PBCOM TRUST USE ONLY**

I hereby declare that Client(s) has/have been advised to read this document, ask questions and to take independent advice if the Client(s) so wishes.

|  |  |
|--|--|
|  | <input style="width: 100%;" type="text"/><br><b>SIGNATURE OVEPRINTED NAME</b><br><b>TRUST RELATIONSHIP OFFICER</b> |
| <b>VOICE LOGGER DETAILS</b> <b>DATE</b> <input style="width: 150px;" type="text"/> <b>TIME</b> <input style="width: 100px;" type="text"/> <b>PHONE LINE</b> <input style="width: 150px;" type="text"/> | <input style="width: 100%;" type="text"/><br><b>DATE (mm/dd/yyyy)</b>  |