

## **WILCON DEPOT, INC.**

### **ADVISORY TO STOCKHOLDERS**

#### Guidelines for 2021 Cash Dividends Distribution

Record Date: March 19, 2021

Payment Date: April 16, 2021

Dividend Amount: Regular Cash Dividend at PhP 0.10 per common share

Special Cash Dividend at PhP 0.02 per common share

Stockholders whose shares are lodged with the Philippine Depository and Trust Corporation or PDTC, whether individuals or non-individuals, resident or non-resident, and whether claiming a withholding tax exemption or not, their respective brokers or custodian banks shall submit to the Company a notarized list of beneficial owners containing information that will comply with BIR Revenue Memorandum Circular No. 73-2014 dated September 12, 2014, but at the very least reflecting the gross and net dividends and taxes withheld (Annex A). The aforementioned list may contain personal information that will be used for the sole purpose and within the period of processing the cash dividend payment and determining the appropriate final withholding tax to be remitted. The Company may store the said information until its legal purpose is served pursuant to BIR rules and procedures.

The list shall be certified true and correct by the custodian's/broker's President and Head of Settlements or authorized representative, duly notarized, and submitted to the Company on or before April 12, 2021, 5:00 pm (Manila Time). The custodian/broker shall ensure that its list is consistent with the balances reflected in the PDTC alphabetical list of depository account holders and corresponding total shareholdings submitted by PDTC to the Company.

Should the custodian/broker fail to submit the required documents within the time prescribed above, the Company will have to withhold and remit the taxes at the applicable withholding tax rate based on current BIR issuances and the Company will not entertain any request for refund.

The Company reserves the right to request for further documents to verify the information stated in the notarized list of beneficial owners of the broker or custodian bank.

## **CONTACT INFORMATION AND SUBMISSION OF DOCUMENTARY REQUIREMENTS**

For any questions on the foregoing, you may contact:

Atty. Sheila P. Pasicolan-Camerino

Asst. Corporate Secretary

Tel. No. (02) 8634-8387 local 1859

Email Address: sheila\_pasicolan.legal@wilcon.com.ph

All documents must be submitted to the Company **on or before April 12, 2021**  
**- 5:00 PM** (Manila Time) at the following address:

**WILCON DEPOT, INC.**

**6<sup>th</sup> Floor Wilcon Depot Building**

**90 E. Rodriguez Jr. Ave., Ugong Norte**

**Quezon City**

Attention:

Atty. Sheila P. Pasicolan-Camerino – *Asst. Corporate Secretary*

Or e-mail at:

sheila\_pasicolan.legal@wilcon.com.ph

**Annex A**

**CERTIFICATION**

I, [name], of legal age, [nationality], with office address at \_\_\_\_\_, being the [position] of [name of custodian bank or broker], a corporation duly organized and existing under the laws of \_\_\_\_\_, with office address at \_\_\_\_\_, under oath, do hereby certify that:

The following is a list of the beneficial owners of the \_\_\_\_\_ shares of **WILCON DEPOT, INC.** (the "Company") held by [name of custodian/security services firm], in its capacity as agent/custodian, as of March 19, 2021, the record date for the dividends declared by the Company's Board Directors on February 24, 2021.

Beneficial Owner (Corporations/Individuals) and corresponding BP ID no/s.	Nationality and Residence	Number of shares owned	Gross Amount of Dividends	Withholding Tax (WT)	WT Rate	Net Dividends
Total						

The Stockholder agrees to indemnify and hold the Company and its shareholders, directors, officers, employees, agents and assignees harmless from and against any and all claims, losses, expenses, taxes, penalties or fines incurred in relation to the fillings or payments of, or failure to file or pay, any amounts to the Philippine BIR due to or on account of the dividends, on the basis of the Company's reliance upon the information found in this Certification.

[Name of custodian or broker] further agrees and acknowledges that it will be solely liable for, and will promptly pay when due, any taxes, fees, charges or other amounts (including interest and penalties) due to the BIR with respect to the dividends payable to its clients, as indicated in this Certification. For this purpose, [name of custodian or broker] undertakes to pay to the Company, upon written notice, the amounts that the Company may be required to pay to the BIR for any shortfall in the amount of tax withheld and remitted. [name of custodian or broker] accepts the continuity of this indemnity undertaking, which shall survive the transfer of shares.

The signatory/ies of this instrument represent and warrant that they have the power, authority, and legal capacity to execute and perform the obligations under this instrument on behalf of [name of custodian or broker] under the penalties of perjury.

IN WITNESS WHEREOF, this Certification has been signed this \_\_\_\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
(Name and Position)

(NOTARIAL ACKNOWLEDGEMENT & CONSULARIZATION/APOSTILIZATION)