

Date :

From :

To : The Office of the Corporate Secretary  
([corsec@stiholdings.com.ph](mailto:corsec@stiholdings.com.ph))

Subject: Letter of Intent (LOI) to Participate in STI EDUCATION SYSTEM HOLDINGS, INC. ("STI HOLDINGS") 2023 Annual Stockholders' Meeting ("ASM")

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This is to express my intent to participate in STI HOLDINGS' 2023 ASM to be held virtually on Thursday, 21 December 2023 at 3:00 p.m..

Please see my contact information below:

- (1) Complete Registered Name : \_\_\_\_\_  
(2) Complete Registered Residential/Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
(3) Active E-mail Address : \_\_\_\_\_  
(4) Active Mobile No. : \_\_\_\_\_  
(5) Active Landline No. : \_\_\_\_\_

Attached are the necessary documents (e-copy/scanned copy)<sup>1</sup> for validation purposes<sup>2</sup>:

- (a) Valid government-issued ID<sup>3</sup> with photo and signature (scanned front and back)  
(b) Proof of Ownership (please put a check on the space provided):

- \_\_\_\_\_ Stockholder's certificate (for certificated shares);  
\_\_\_\_\_ Authorization letter signed by other stockholder(s) indicating the person among them authorized to cast the votes (for joint accounts)  
\_\_\_\_\_ Broker's certification (for scripless or uncertificated shares); or  
\_\_\_\_\_ Secretary's certificate for authorized representative (for corporate)

- (c) Other supporting documents (please specify): \_\_\_\_\_

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<sup>1</sup> Please limit file size up to 2MB.

<sup>2</sup> The Office of the Corporate Secretary shall forward this email LOI with its attachments to STI Holdings' stock transfer agent, Professional Stock Transfer, Inc.. The validation process shall be completed by the Corporation no later than two (2) days from its receipt of the LOI. The stock transfer agent reserves the right to request for additional information and documents, as it deems necessary. Electronic signature for the required documents shall be allowed while notarization requirement shall not be considered for the meantime, as applicable, given the current situation. A confirmation/reply email shall be sent to the stockholder, once successfully verified/validated.

<sup>3</sup> Acceptable valid IDs are the following: Driver's License, Passport, Unified Multi-Purpose ID (UMID), GSIS ID, company ID, PRC ID, IBP ID, iDOLE Card, OWWA ID, COMELEC Voter's ID, Senior Citizen's ID, or Alien Certificate of Registration/Immigrant Certificate of Registration.

Looking forward to your favorable response.

Thank you.

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(Signature over Printed Name)