

B. If the deceased shareholder did not leave a Last Will and Testament, the following documents, **certified true and correct** by the appointed administrator are required:

- (1) Court order appointing the administrator; and
- (2) Court order authorizing disposition of DDH shares.

All stock certificate in the name of the deceased shareholder must be surrendered to DDH Corp. Secretary's office for cancellation, after which, new certificate will be issued in the name of the new stockholder(s).

Q: What are the benefits of a DDH shareholder?

A: Aside from the usual yearly cash dividend*, a DDH shareholder is entitled to the following discounts:**

***subject to the approval/declaration of the Board of Directors**

****subject to change without prior notice upon approval of the Board of Directors.**

THE COMPANY BACKGROUND

DAVAO DOCTORS HOSPITAL

Location: 118. E Quirino Ave., Davao City
 Date of Incorporation: July 1, 1966
 Classification: Tertiary Hospital
 No. of Beds: 250-bed capacity
 Room Classification: Executive Suite
 Suite
 Private Rooms
 Semi-Private Rooms
 Ward Rooms

VISION STATEMENT

The unparalleled health institution beyond borders.

MISSION STATEMENT

To ensure excellent clinical outcomes.
To nurture a culture of learning and develop highly effective healthcare professionals.
To provide clients with delightful experiences.
To collaborate seamlessly with stakeholders.
To adhere to the highest standards of safety, quality and excellence in service.

DDH MOTTO

"We care for life"

For more inquiries, please contact:

**The Corporate Secretary
 Davao Doctors Hospital
 Tel. No. 222-8000 local 1107
 Fax No. 226-4770
 E-mail: info@ddh.com.ph**

It is our pleasure to serve you!



DDH Stockholders



Certificate of Ownership

INFORMATION GUIDE

Hospital Discounts	Number of Shares				
	50-100	101-300	301-600	601-999	1,000 & above
Accommodation (including ICU, CCU, OR, DR)	5%	7.5%	10%	10%	10%
Out-patient Services (Lab, X-ray, Mammo)	5%	7.5%	10%	10%	10%
Medicines and Supplies	none	none	none	none	none
Use of equipment: CDC, Pulmo, Renal, Cancer, Oncology, Liver, Nuclear Medicine, Eye Center, Ortho Rehab	5%	7.5%	10%	10%	10%
Dependents	none	none	none	none	10% on accom., OP services (Lab, Xray, Mammo), use of equipment

INTRODUCTION

This information guide was prepared for the benefit of the DDH shareholders. It provides answers to the most common questions asked by shareholders. It aims to give shareholders a basic understanding on the transfer of ownership of shares. It also outlines the appropriate course of action regarding certain specific concerns about shareholdings.

Shareholders are advised to keep this guide for future reference.

QUESTIONS REGARDING INVESTMENT IN DDH STOCK

Q: How do I sell or buy additional shares?

A: The Corporation has only one type of share – common stock. These securities are not traded in any stock exchange. The exchanges occur mostly among the existing stockholders and these happen sporadically. The exchange prices are based on the agreement of the seller and the prospective buyer and negotiations are done privately between them. As such, the selling price between a stockholder and a buyer depends on their negotiation where the corporation is not a party.

For the information of all concerned, it is ideal that any purchase be with the knowledge of the DDH Corp. Secretary’s Office.

Additional shares or pre-emptive rights may be declared by the Board of Directors for all stockholders on record as it deems necessary.

Q: What are the taxes and fees involved in the sale of DDH shares?

A: The following are the taxes and/or fees involved in the sale of DDH shares:

1. Final Tax – The provisions of SEC 39(B) of the Tax Code, as amended, notwithstanding, a final tax at the rates prescribed below is hereby imposed on the sale, barter or exchange of shares of stock not traded through the Local Stock Exchange pursuant to Secs.24(C), 25(A)(3), 25(B), 27(D)(2), 28(A)(7)(c), 28(b)(5)(c) of the said Tax Code as amended.

Amount of capital gains tax	Tax Rate
Not over Php100, 000.00	5%
On any amount in excess	

of Php100, 000.00	10%
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2. Documentary Stamp Tax – One Peso (Php1.00) for each Two Hundred Pesos (Php200.00) or fractional part thereof on the par value of the stock.

Q: How do I transfer ownership of my shares to another person?

A: Ownership of shares can be transferred through the DDH Corporate Secretary’s Office. The following are the required documents:

- (1) Duly endorsed original copy of the stock certificate;
- (2) Original Copy of the Notarized Deed of sale;
- (3) Original Copy of BIR Certificate Authorizing Registration (CAR); and
- (4) DDH stockholder’s data card to be filled up by the new owner.

The seller also shoulders the cost of the new stock certificate of about P50.00 per certificate issued. A new certificate will be issued after (7) working days.

Q: Whom do I contact for queries with regards my shareholdings?

A: The Corporate Secretary’s Office is responsible for maintaining the records of shareholders, issuing and delivering stock dividends and delivering notices to shareholders. It is also responsible for canceling and issuing stock certificate sold or bought by investors. The Corp. Secretary’s office is located at the Executive Offices, 5th floor Oncology building of the Davao Doctors Hospital, 118 E. Quirino Ave., Davao City, with tel. nos. 221-2101 loc. 1107.

Q: What are dividends?

A: Dividends are distributions of profit by a corporation to its shareholders and may be in the form of checks or cash. Stock dividends are payments of dividends in the form of additional shares. A stock certificate is issued to cover the additional number of shares earned. Dividend declarations and record dates are set by the Board and are usually distributed during the annual stockholders meeting scheduled on the second Saturday of May of each year.

Q: What should I do in case I move to a new address or if my address indicated in the books of the corporation is incorrect, or of any error in the recording of my name?

A: The shareholder should immediately inform the Corp. Secretary’s Office of Davao Doctors Hospital in

writing, of the new or correct address or name so that the shareholder’s record can be updated and thereby ensuring that notices are received by the shareholder.

Q: What should I do if my stock certificate gets lost?

A: The main concern of a shareholder if his certificate gets lost is to ensure that it is not transferred or endorsed. The concern becomes immediate if the shareholder has endorsed the stock certificate by indicating his signature at the back of the stock certificate. The owner should immediately submit a written request to the Corporate Secretary to stop any transfer of the lost certificate.

Lost stock certificate will be replaced only after the shareholder has submitted

- (1) An Affidavit of Loss (notarized) stating the circumstances of the loss; and
- (2) Proof of publication of a Notice of Loss in a newspaper of general circulation once a week for three consecutive weeks.

The Notice of Loss should contain the name of the shareholder, name of the corporation issuing the stock certificate, stock certificate number and number of shares.

The lost stock certificate will be cancelled in the books and a replacement certificate issued after one (1) year from the date of the last publication, provided that no one has contested the shareholder’s ownership of the subject shares.

An amount of P50.00 is charged to cover the cost of the replacement certificate.

Q: What are the requirements for the transfer of shares of stock of a deceased shareholder of DDH in favor of heir(s)?

A: The transfer of shares of a deceased shareholder of DDH in favor of his heirs may be done extra-judicially (out of court) or judicially (through court proceedings).

For extra-judicial settlement where the deceased shareholder left no will, the following documents are required:

1. NSO issued Death Certificate of the deceased stockholder.

2. Notarized Deed of Extra-Judicial Partition or an Affidavit of Adjudication (if there is only one heir and decedent left no debts)
3. Official Receipt of the payment of estate tax due on the estate of the deceased shareholder and the BIR Certificate Authorizing Registration (CAR); or if no estate tax is due, the BIR Certificate of Exemption.
4. Affidavit of Publication executed by the publisher of a newspaper of general circulation stating that the required notice of the extra-judicial partition or affidavit of adjudication has been published for three consecutive weeks.

For judicial settlement of the estate:

A. If the deceased shareholder left a Last Will and Testament, the following documents, certified true and correct by the duly appointed administrator or executor are required:

- (1) Last Will and Testament;
- (2) Court order appointing the administrator;
- (3) Court order admitting Last Will and Testament to probate; and
- (4) Court order authorizing the disposition of DDH shares, subject to Last Will and Testament.