

**IMPLEMENTING GUIDELINES FOR THE RESERVATION AND ALLOCATION OF THE FIRM  
SHARES OF STENIEL MANUFACTURING CORPORATION TO THE TRADING PARTICIPANTS  
OF THE PHILIPPINE STOCK EXCHANGE, INC. ("PSE" OR THE "EXCHANGE") THROUGH THE  
UNDERWRITER**

*These implementing Trading Participant ("TP") guidelines (the "TP Guidelines"), as may be amended, supplement and do not replace, supersede or revoke, and must be read in conjunction with, the Terms and Conditions of the Offer in the Application to Purchase ("Application") and the final Prospectus dated October 28, 2025 (the "Final Prospectus") of Steniel Manufacturing Corporation ("STN" or the "Company" or the "Issuer") prepared in relation to the follow-on offering of the Company. The Final Prospectus details the terms of the offer (the "Offer") of 157,647,919 primary common shares (the "Offer Shares") and any supplements thereto which shall be distributed at the start of the Offer Period. All requirements stated in the Application must be complied with, except when clearly inconsistent herewith. All capitalized terms used herein have the same meanings ascribed to them in the Final Prospectus, unless otherwise defined herein. Any specific time of day refers to Philippine Standard Time.*

*For the purpose of ensuring and facilitating a fair, orderly, and transparent distribution of the Offer Shares, the Company, together with Investment & Capital Corporation of the Philippines ("ICCP") as Issue Manager and Sole Underwriter (the "Underwriter"), hereby adopt the following guidelines for the Offer:*

1. On October 17, 2025, the Exchange posted in the PSE EDGE website (<https://edge.pse.com.ph>) the hyperlink to the Company's website (<https://www.steniel.com.ph/content/posts/investor-relations-program>) where the preliminary Prospectus dated October 17, 2025 (the "**Preliminary Prospectus**") was uploaded in relation to the Offer.
2. On October 27, 2025, the Company advised the Exchange of the final Summary Terms of the Offer and of the final Offer Price of Php2.00 per share applicable to the Offer Shares. The Listings Department of the Exchange (the "**PSE Listings Department**") announced the final terms and conditions of the Offer and the Offer Price through a PSE Listings Notice posted on the PSE EDGE website (the "**PSE Listing Notice**") on (<https://edge.pse.com.ph>).
3. Subject to the receipt of the Certificate of Permit to Offer Securities for Sale ("**Permit to Sell**") from the Securities and Exchange Commission ("**SEC**"), the Exchange shall post on the PSE EDGE website the hyperlink to the Company's website (<https://www.steniel.com.ph/content/posts/investor-relations-program>) where the Final Prospectus will be uploaded and will be available for downloading through a PSE Listing Notice. The Final Prospectus shall include, among others, the following information:
  - a. Final Issue Size and Final Offer Price;
  - b. Final Summary Terms of the Offer;
  - c. Total aggregate number of Offer Shares allocated to all TPs (the "**TP Allocation**"); and
  - d. Number of Offer Shares which may be distributed by each active TP (the "**Allocation per TP**").
4. **On or before October 30, 2025**, the Underwriter shall distribute, via email, to the TPs the selling kits (the "**Selling Kits**") containing the following:
  - a. TP Guidelines;
  - b. Copy of the Final Prospectus;
  - c. Template of the sales report (the "**Sales Report**") to be accomplished by the TPs ;
  - d. Fillable copy of the Application;
  - e. Template undertaking on the Applicant's tax exemption (if applicable) (attached as **Annex I**); and
  - f. Fillable copy of the signature cards to be distributed to and accomplished by investors.

The Selling Kits are also available for downloading on the Company's website at <https://www.steniel.com.ph/content/posts/investor-relations-program>.

The Company, through the Underwriter, shall submit to the Exchange via email no later than **9:30 a.m. on November 3, 2025** a confirmation that all TPs received via email a copy of the Selling Kit.

Email addresses of all TPs shall be obtained from the Exchange's website prior to the commencement of the Offer Period on November 3, 2025. Each TP shall confirm its receipt of the soft copies of the Selling Kit via email to the Underwriter at the corresponding email address/es indicated in paragraph 24 **no later than 8:00 p.m. on October 30, 2025**. In the absence of any notification from any of the TPs on non-receipt via email of the soft copies of the Selling Kits by 9:00 a.m. on **November 3, 2025**, each TP shall be deemed to have received the soft copies of the Selling Kits on such time and date.

The hard copies of the Selling Kits shall be made available upon request for pick up by the requesting TP at the offices of:

- Stock Transfer Service, Inc. (the "**Receiving Agent**") at 34<sup>th</sup> Floor, Unit-D, Rufino Pacific Tower, 6784 Ayala Avenue, Makati City; and
- The reception area of the PSE Tower, 5th Avenue corner 28th Street, Bonifacio Global City, Taguig City.

Requests for physical copies indicating the preferred pick-up point must be submitted via email to the Underwriter at the corresponding email address/es indicated in paragraph 24 **on or before October 30, 2025**. TPs shall coordinate with the Underwriter for further instructions.

Each hard copy of the Selling Kits shall contain the following:

- a. TP Guidelines;
- b. Copy Final Prospectus;
- c. Copy of the template of the Sales Report;
- d. The Application;
- e. Template certification and undertaking on the Applicant's tax exemption (if applicable); and
- f. Copy of the signature cards to be distributed to and accomplished by investors.

Upon receipt (or deemed receipt) of the Selling Kits referred to in this paragraph, whether in physical or soft copies, each TP is deemed to have agreed to the terms and conditions set out in these TP Guidelines (including, without limitation, the representations and warranties set out in paragraphs 12 and 13) and to the procedures relative to the TP Guidelines, attached as **Annex A**.

5. **Not later than 11:00 a.m. on November 5, 2025**, each TP participating in the Offer (each a "**Participating TP**") shall submit a scanned original copy of the duly-accomplished and signed Firm Undertaking to Purchase Offer Shares of Steniel Manufacturing Corporation ("**Firm Undertaking**"), attached as **Annex B** to these TP Guidelines, and (if applicable) a scanned copy of the Participating TP's Proof of Authority to Sign (as defined below) via email to the Receiving Agent at [stn@stocktransfer.com.ph](mailto:stn@stocktransfer.com.ph), [jrpaderos@stocktransfer.com.ph](mailto:jrpaderos@stocktransfer.com.ph), [kscavita@stocktransfer.com.ph](mailto:kscavita@stocktransfer.com.ph) and to ICCP at [STNFOO@iccp.com.ph](mailto:STNFOO@iccp.com.ph); with the submission of the original and hard copies to the Receiving Agent to follow no later than 3:00 p.m. on November 5, 2025 in accordance with these TP Guidelines. The subject of the email should be "STN FOO Firm Undertaking – [Name of Participating TP]". Such email submission shall be made in the manner described below:

To: stn@stocktransfer.com.ph; STNFOO@iccp.com.ph  
Cc: jrpaderos@stocktransfer.com.ph; kscavita@stocktransfer.com.ph

Subject: STN FOO Firm Undertaking – [Name of Participating TP]

Attachments:

- Soft copy of the duly signed Firm Undertaking
- Soft copy of the notarized sworn certificate of its Corporate Secretary containing the resolutions of the Participating TP's board confirming the authority of the person(s) designated therein to sign and execute the papers or documents for and on behalf of such Participating Eligible TP, and the specimen signature(s) of such authorized signatory(ies) (the "Proof of Authority to Sign"), unless such Proof of Authority to Sign has already been provided in the records of the Exchange.

Special Instructions:

- Enable "Read Receipt" and a "Delivery Status Notification" to ensure that the email has been sent to the Receiving Agent and for proper documentation.
- The email size must not exceed 10MB per email. Kindly send the attachments in tranches via email if necessary to comply with size limitation.

The Receiving Agent shall provide a confirmation email acknowledging receipt of the scanned copies of the Firm Undertaking. If the Participating TP does not receive the said confirmation by 12:00 noon on November 5, 2025, the Participating TP must contact the representative(s) of the Receiving Agent indicated in paragraph 11 below.

Following the Participating TP's submission via email of the Firm Undertaking, three (3) sets of the duly accomplished and signed Firm Undertaking and the required attachments (if any) shall be submitted to the Receiving Agent's Office **no later than 3:00 p.m. on November 5, 2025**.

As an alternative, a Participating TP may submit three (3) original copies of the duly accomplished and signed Firm Undertaking and four (4) original Proof of Authority to Sign (if applicable), to the Receiving Agent at 34<sup>th</sup> Floor, Unit-D, Rufino Pacific Tower, 6784 Ayala Avenue, Makati City ("**Receiving Agent's Office**") **no later than 11:00 a.m. on November 5, 2025**.

**All original forms must be signed in wet ink.** Each Participating TP should carefully read the terms of the Firm Undertaking and abide by its commitments thereunder.

**Notwithstanding the above, Participating TPs may submit the Firm Undertaking before the deadline, as early as the start of the Offer Period on 9:00 a.m. on November 3, 2025 until 11:00 am on November 5, 2025 at the Receiving Agent's Office.**

6. Participating TPs shall attach to the Firm Undertaking a copy of a Sworn Corporate Secretary's Certificate containing the board resolution confirming the authority of the person(s) designated therein to sign and execute the papers or documents for and on behalf of such Participating TP, and the specimen signature(s) of such authorized signatory(/ies) (the "**Proof of Authority to Sign**"), unless such Proof of Authority to Sign has already been previously provided in the records of the Exchange. If the Proof of Authority to Sign was previously not submitted to the PSE or if there are any changes to the previously submitted authorized signatories, Participating TPs must submit four (4) original copies of the Proof of Authority to Sign.

- a. Two (2) copies of the Firm Undertaking will be retained by the designated representatives of the Receiving Agent, while the third copy, duly stamped and received, shall be returned to the Participating TP. Out of the two (2) copies retained by the Receiving Agent, one (1) copy of the Firm Undertaking shall be submitted to the PSE Listings Department.
- b. The number of Offer Shares to be indicated in the Firm Undertaking shall be the total number of Offer Shares which the Participating TP shall unconditionally commit to purchase (the **"Firm Order"**), on a firm basis, including Additional Shares (as defined below), if any. The final number of Offer Shares to be allocated to each TP will be based on the total number of shares indicated in the Firm Undertaking.
- c. The Trading Participant may opt to submit a Firm Order that is more than, equal to, or less than the Allocation per TP. Any orders in excess of the Allocation per TP shall be referred to as the **"Additional Shares"**.
- d. The number of Offer Shares to be indicated in the Firm Undertaking must be compliant with the minimum order size and incremental lot size as described in paragraph 12 below.
- e. The TP must completely fill out the form of the Firm Undertaking, including contact details (email address and mobile number) and tax identification number as prescribed in **Annex B**.

**The 11:00 am deadline on November 5, 2025 shall be strictly observed.**

- 7. Based on the Firm Undertaking submitted by the Participating TPs, the Receiving Agent, shall accomplish the following:
  - a. Verify the signature on each Firm Undertaking received against the records of the Exchange on the Sworn Certification/Proof of Authority to Sign submitted by the Trading Participant to the Exchange or against the copy of the Proof of Authority to Sign that is attached to the Firm Undertaking submitted by each Trading Participant to the Receiving Agent;
  - b. Verify that the aggregate of all Offer Shares indicated in the Firm Undertaking by each Participating TP does not exceed the TP Allocation;
  - c. Coordinate with the relevant Participating TP in case of any defect or deficiency in the submitted Firm Undertaking or attached documents, and ensure that such Participating TP resubmits a properly completed Firm Undertaking, with the correct and necessary supporting documents (if applicable), no later than 1:00 pm on November 5, 2025;
  - d. Verify that the Offer Shares indicated in the Firm Undertaking is compliant with the minimum order size and incremental lot size as described in paragraph 12 below; and
  - e. Send a confirmation email to the Participating TP, acknowledging receipt of such Firm Undertaking and attachments (if any).

The Receiving Agent's email response shall serve as confirmation to the Participating TPs that their Firm Undertaking has been considered for processing. If the Participating TP does not receive confirmation by 12:00 noon of November 5, 2025, the Participating TP must contact the representative(s) of the Receiving Agent and/or the Underwriter indicated in paragraph 24 below; and

- f. Prepare a report containing the list of Participating TPs and their corresponding Firm Orders (as indicated in the Firm Undertakings) (the **"Firm Undertaking Report"**), and send the report to the Underwriter no later than 2:00 p.m. on November 5, 2025.

8. The Underwriter shall then accomplish the following:
- a. No later than 3:00 pm. on November 5, 2025, conduct the allocation of the Offer Shares for Participating TPs, as described under the Mechanics of Distribution of the TP Allocation section below, and furnish the PSE Listings Department a list of Participating TPs and the corresponding number of Offer Shares allocated to each of them (the “**TP Allocation Report**”), which shall be in the form of a Microsoft Excel worksheet and Portable Document Format (“**PDF**”) document, for confirmation. The Underwriter shall also verify that the total number of Offer Shares indicated in the TP Final Allocation List does not exceed the TP Allocation as set out in the Final Prospectus.  
  
The TPs shall be initially allocated a total of 31,530,000 Offer Shares. Each TP will be initially allocated a total of 258,000 Offer Shares (based on 122 TPs). Based on the initial allocation for each TP, there will be a total of 54,000 residual Offer Shares to be allocated as may be determined by the Underwriter.
  - b. **No later than 5:00 p.m. on November 5, 2025**, submit to the Exchange a report containing the list of Participating TPs with the corresponding number of Offer Shares allocated to them by the Underwriter (the “**Final TP Allocation Report**”). The Final TP Allocation Report shall be sent to the PSE Listings Department (email: listings@pse.com.ph) and the Receiving Agent at stn@stocktransfer.com.ph, jrpaderos@stocktransfer.com.ph, and kscavita@stocktransfer.com.ph.
  - c. Thereafter, the Receiving Agent shall prepare notices to Participating TPs bearing their respective final allocation (each a “**Notice of Final Allocation**”).
9. No later than 9:00 a.m. on **November 6, 2025**, the Receiving Agent shall email each Participating TP their Notice of Final Allocation and notify the Underwriter that the delivery of the Notices of Final Allocation has been completed. The Company, through the Underwriter, shall submit to the Exchange, through email, a confirmation that the Notices of Final Allocation have been delivered to each Participating TP. Participating TPs may request for hard/physical copies of their Notice of Final Allocation and these shall be delivered by the Receiving Agent to each Participating TP that had requested for them within five (5) business days from the receipt of such request.
10. No later than 12:00 noon on November 7, 2025, each Participating TP shall submit the following required documents (“**Application Documents**”) to the representatives of the Receiving Agent at the Receiving Agent’s Office. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the end of the offer period shall be moved to November 10, 2025 or to the next Trading Day, and the submission of the Application Documents shall be adjusted accordingly to November 10, 2025 or to the next Trading Day. Alternatively, a Participating TP may send scanned copies to the Receiving Agent via email at stn@stocktransfer.com.ph, jrpaderos@stocktransfer.com.ph, and kscavita@stocktransfer.com.ph with the subject email “STN FOO Offer Shares Application – [Name of TP]” along with an “Affidavit of Undertaking to Submit Original Copies of the Documents (the “**Undertaking to Submit**”), attached as **Annex C**. Notwithstanding the foregoing accommodation of scanned copy submission, the original copies should be submitted to the Receiving Agent at the Receiving Agent’s Office **no later than 3:00 p.m. on November 7, 2025**. If November 7, 2025 is declared a non-Business Day or a non-Trading Day, the submission of the original documents shall be adjusted accordingly to November 10, 2025 or to the next Trading Day:
- a. Duly accomplished Application in quadruplicate (4) copies; one (1) of which shall be returned to the Participating TP;
  - b. The required attachments to the Application;
  - c. Two (2) government issued IDs of each of the authorized signatory(ies), certified as true copy by the Participating TP’s corporate secretary or assistant corporate secretary;

- d. Four (4) hard copies of the properly accomplished Sales Report duly signed by the Participating TP's authorized signatory (including a USB containing a soft copy of the Sales Report in Microsoft Excel format) and the Trading Participants Endorsement and Certification (attached herein as **Annex D**);
- e. A duly notarized corporate secretary's or assistant corporate secretary's certificate setting forth the resolution of the applicant's board of directors or equivalent body authorizing (i) the purchase of the Offer Shares indicated in the Application and (ii) the designated signatories for the purpose, including their respective specimen signatures;
- f. For purposes of processing the selling fee due to each Participating TP, (i) a copy of the TP's Certification of Registration (Form 2303) issued by the Bureau of Internal Revenue ("**BIR**"), and (ii) a sample of the TP's official receipt, which is registered and compliant with the prevailing issuances of the BIR;
- g. The proof of full payment of the total Offer Shares allocated to the Participating TP based on the Notice of Final Allocation. Payment can be made through any of the following:
  - i. Over-the-counter via BDO Bills Payment at any operating BDO branch with details below:

**Type of Transaction:** Bills Payment  
**Company Name:** STN FOO

- a) a Metro Manila clearing manager's/cashier's check, corporate check or personal check drawn against any Bangko Sentral ng Pilipinas authorized bank or any branch thereof located in Metro Manila having a clearing period of not more than one (1) Banking Day. All checks should be made payable to "STN FOO" crossed "Payee's Account Only," and dated the same date as the Application.
- b) Exact Check and Cash payment. Deadline for check payments is at 12:00 noon and deadline for cash payments is at 1:00 pm on November 7, 2025, the last day of the Offer Period. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.
- ii. Online payment via BDO Bills Payment, with "STN FOO" as the merchant name through BDO Online Banking Bills Payment facility. Deadline for online payments is at 12:00 p.m. on November 7, 2025, the last day of the Offer Period. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.

Payment reference number (*i.e.*, STN12300000000000000) will be included in the Notice of Final Allocation.

Participating TPs may coordinate with the Receiving Agent for other modes of payment and shall strictly adhere to the procedures to be imposed by the Receiving Agent for such other mode of payment.

Please see **Annex H** for Payment Guidelines.

- h. Foreign corporate and institutional applicant-purchasers who qualify as Eligible Investors, as defined in the Final Prospectus, are required to submit in quadruplicate (4 copies), a representation and warranty stating that their Application will not violate the laws of their jurisdictions of incorporation or organization, and that they are allowed to acquire, purchase and hold the Offer Shares (the “**Investor Certification Letter**” attached as **Annex F** to these TP Guidelines); and
- i. An applicant who is exempt from or is not subject to withholding tax or who claims reduced tax treaty rates must indicate such exemption or entitlement in the Application to Purchase and also submit additional documents as may be required by the Issuer, including but not limited to, the documents described under the relevant section in the Final Prospectus.

For both over-the-counter and online or mobile banking payments, each Participating TP must indicate the payment reference number (e.g., STN123000000000000000), which will be included in the Notice of Final Allocation to be sent by the Receiving Agent to each Participating TP.

- Deadline for cash and online payments is at 1:00 p.m. on November 7, 2025, the last day of the Offer Period. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.
- Deadline for check payments is at 12:00 noon on November 7, 2025, the last day of the Offer Period. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.

Regardless of the mode of payment, please ensure that the payments include the unique pre-assigned reference number which will be provided to all Participating TPs through the Notice of Final Allocation.

No applications shall be considered accepted until the funds for payment have been credited to the nominated bank account. The proof of payment required to be submitted to the Receiving Agent as part of the Application Documents is the copy of the deposit/payment slip bearing the machine validation of the bank teller receiving and processing the payment for over-the-counter payments or the screenshot of the bills payment confirmation for online payments. Participating TPs may coordinate with the Receiving Agent for other modes of payment and shall strictly adhere to the procedures to be imposed by the Receiving Agent for such other mode of payment. Participating TPs should send the proof of payment via email to [stn@stocktransfer.com.ph](mailto:stn@stocktransfer.com.ph), [jrpaderos@stocktransfer.com.ph](mailto:jrpaderos@stocktransfer.com.ph), and [kscavita@stocktransfer.com.ph](mailto:kscavita@stocktransfer.com.ph).

Upon submission of the hard/physical copies of the Application Documents, the Participating TPs are reminded of the following:

- i. The Application must be duly accomplished in quadruplicate (4 copies), with at least one (1) copy bearing the wet ink signature of the authorized signatory(ies) of the Participating TP;
- ii. There must be two (2) properly filled out specimen signature cards, each bearing the wet ink specimen signatures of the authorized signatory(ies) of the Participating TP, and the wet ink signature of the certifying Corporate Secretary; and
- iii. There must be four (4) properly accomplished copies of the sales report, each bearing the wet ink signature of the certifying authorized signatory(ies) of the Participating TP.

The deadline of November 7, 2025 shall be strictly observed. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day. Hard/physical copies of the Application Documents shall be submitted to the Receiving Agent at 34<sup>th</sup> Floor, Unit-D, Rufino Pacific Tower, 6784 Ayala Avenue, Makati City no later than 3:00 p.m. on November 7, 2025. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.

All of the above-cited documents shall be submitted to the representatives of the Receiving Agent, whose names and contact information are presented below, stationed at its office at 34<sup>th</sup> Floor, Unit-D, Rufino Pacific Tower, 6784 Ayala Avenue, Makati City.

Name	Contact Number	Email Address
Jenny Rose Padernos	5307-5037	jrpaderos@stocktransfer.com.ph
Kristine Cavita	5307-5037	kscavita@stocktrasfer.com.ph

11. The **minimum order size is 10,000 Offer Shares**, with **incremental lot sizes of 1,000 Offer Shares**. The Offer Shares may be purchased by any person, partnership, association, corporation, trust account, fund or entity regardless of nationality but subject to the limits under Philippine law and the restrictions set out in the Final Prospectus, and without prejudice to the right of the Issuer to reject an application, including the right to reject if the same will cause the Company to be in breach of the Philippine ownership requirements under relevant Philippine laws.
12. Each TP is understood to represent and warrant in favor of the Company and the Underwriter that it has not offered or sold and will not offer or sell, directly or indirectly, any Offer Shares to any international investor or any persons classified as U.S. Persons under the Foreign Account Tax Compliance Act of the United States, as this may be amended from time to time, and it has not solicited and will not solicit, applications for any Offer Shares on behalf of or for the account of any international investor or any persons classified as U.S. Persons under the Foreign Account Tax Compliance Act of the United States, as this may be amended from time to time. For avoidance of doubt, an international investor means any person or entity that is not a: (a) natural person of legal age who is residing in the Philippines, regardless of nationality; or (b) corporation, association, partnership, trust account, fund or entity resident in, and organized under the laws of, the Philippines, and/or licensed to do business in the Philippines, regardless of nationality. U.S. Persons include a U.S. citizen (including dual citizen), a U.S. resident alien for U.S. tax purposes, a US partnership, a U.S. corporation, any U.S. estate, any U.S. trust if: (a) a court within the United States is able to exercise primary supervision over the administration of the trust; (b) one of more U.S. persons have the authority to control all substantial decisions of the trust, any other person that is not a non-US person.
13. Upon receipt (or deemed receipt) by the TPs of the Selling Kits, each TP is understood to represent and warrant in favor of the Issuer and the Underwriter that it has conducted the necessary "know your customer" verification and background checks on any investors in compliance with the Anti-Money Laundering Act (Republic Act No. 9160), as amended, and other rules and regulations on anti-money laundering and that it has processed the personal information of investors in compliance with the Data Privacy Act (Republic Act No. 10173) and other rules and regulations on data privacy.
14. TPs shall not make any press or public announcement or issue and distribute any document other than the Final Prospectus, Application, or materials issued to them by the Underwriter, in accordance with the 2015 Implementing Rules and Regulations of the Philippine Securities Regulation Code (SRC), Rule 8.1.3.6 which states that: "the use of selling documents other than the prospectus during the offering period is prohibited, provided that the information described in SRC Rule 8.3 may be disseminated in whole or in part to summarize the offering."



15. Upon receipt (or deemed receipt) by the TPs of the Selling Kits, each TP is understood to represent, warrant, and agree that it may only offer or sell, directly or indirectly, any of the Offer Shares allocated to it within the Philippines in a manner which is compliant with all relevant Philippine laws, rules, and regulations.
16. Without prejudice to the foregoing and any subsequent submission by a Participating TP of the above-specified documents, the Company, upon consultation with the Underwriter reserves the right to reject any application to purchase the Offer Shares that is incomplete, completed incorrectly, submitted without all the required documents or does not meet the requirements as set forth in the terms and conditions of the Application.
17. No later than **November 10, 2025**, the Receiving Agent shall prepare a sales report to the Underwriter, containing the details of the Applications and payments received from each Participating TP.
18. The Receiving Agent shall submit to the Issuer and to the Philippine Depository & Trust Corp. ("PDTC"), on behalf of the Issuer, **four (4) Business Days before the Listing Date, or no later than 12:00 p.m. on November 11, 2025**, the final consolidated sales report of the Offer ("**Final Consolidated Sales Report**"). The Issuer should likewise submit the Final Consolidated Sales Report including the breakdown of the final Participating TP subscriptions to the Exchange.
19. Three (3) Business Days before the Listing Date, or no later than 9:00 am on November 12, 2025, the aggregate number of Offer Shares sold in the Offer will be ready for lodgment with the PDTC in the name of PCD Nominee Corporation along with the non-Offer common shares to be listed, and a certification to that effect shall be submitted by the Company to the PSE. The Offer Shares will be lodged with the PDTC on the Listing Date.
20. Except for rejection on the ground that the check submitted by a Participating TP as payment is dishonored, in the event the application is rejected or scaled down, the concerned Participating TPs shall be notified by the Receiving Agent, and the amount paid by such Participating TP corresponding to the rejected application or portion thereof, shall be refunded, without interest. All refunds shall be made through the Receiving Agent, at the Participating TP's risk. Rejected Applications and check refunds for rejected or scaled down Applications shall be available for pick-up at the Receiving Agent's Office within five (5) Business Days from the end of the Offer Period starting November 14, 2025. The representatives of the Participating TPs claiming such check refunds or rejected Applications are required to present an authorization letter (attached as **Annex E**) and proper identification documents prior to the release of such check refunds or rejected Applications. If such check refunds are not claimed after thirty (30) calendar days following the beginning of the refund period, such checks shall be mailed to the applicant's registered address at the applicant's risk.
21. Participating TPs shall be entitled to a selling fee of 1.00%, inclusive of VAT, of the Offer Shares allocated to the TPs and taken up and purchased by the relevant Participating TP. The Receiving Agent shall prepare a summary of the Participating TPs entitled to payment of fees and the amount due to each Participating TP based on the computation provided by the Underwriter, which should be submitted to Issuer no later than November 17, 2025 (the "**Listing Date**"). The selling fee, less the applicable withholding tax, will be paid to the relevant Participating TP within ten (10) Business Days from the Listing Date or no later than November 21, 2025. Participating TPs may pick up the checks representing their selling fees at the office of the Receiving Agent located at 34<sup>th</sup> Floor, Unit-D, Rufino Pacific Tower, 6784 Ayala Avenue, Makati City, Philippines.
22. As required under the listing rules of the PSE (the "**PSE Rules**"), the Offer Shares must be in scripless form and lodged with the PDTC.

23. Any questions related to the Offer or the guidelines and procedures for the Offer may be directed to the representatives of the Issue Manager:

Name	Contact Number	E-mail Address
<b>Investment &amp; Capital Corporation of the Philippines</b>		
ICCP Distribution Team	(02) 8790-2200 Local Numbers: 183, 174, 353, 339	STNFOO@iccp.com.ph

Questions related to documentary submissions and payments may be directed to the following representatives of the Receiving Agent:

Name	Contact Number	Email address
Jenny Rose Padernos	5307-5037	jrpadernos@stocktransfer.com.ph
Kristine Cavita	5307-5037	kscavita@stocktrasfer.com.ph

**PROCEDURES RELATIVE TO THE IMPLEMENTING GUIDELINES FOR THE RESERVATION AND ALLOCATION OF THE FIRM SHARES OF STENIEL MANUFACTURING CORPORATION TO THE TRADING PARTICIPANTS OF THE PSE THROUGH THE UNDERWRITER**

*These Procedures do not replace, supersede nor revoke, and must be read in conjunction with, the Terms and Conditions of the Application to Purchase (the “**Application**”) and the Implementing Guidelines for the Reservation and Allocation of Steniel Manufacturing Corporation’s (“**STN**” or the “**Company**” or the “**Issuer**”) Offer Shares through the Underwriter. All requirements stated in the Application and the said implementing guidelines must be complied with, except when clearly inconsistent herewith. All capitalized terms used herein have the same meanings ascribed to them in the Final Prospectus, unless otherwise defined herein. Any specific time of day refers to Philippine Standard Time.*

*Upon receipt of the Selling Kits to be distributed in relation to the Offer, each TP is deemed to have agreed to the terms and conditions set out in the TP Guidelines and to the procedures relative to the TP Guidelines.*

**I. Action Steps for the PSE Trading Participants**

1. **Not later than 11:00 am on November 5, 2025**, submit a scanned original copy of the duly-accomplished and signed Firm Undertaking to Purchase Offer Shares of Steniel Manufacturing Corporation (“**Firm Undertaking**”), attached as **Annex B** to these TP Guidelines, and (if applicable) a scanned copy of the Participating TP’s Proof of Authority to Sign (as defined below) via email to the Receiving Agent at [stn@stocktransfer.com.ph](mailto:stn@stocktransfer.com.ph), [jrpaderos@stocktransfer.com.ph](mailto:jrpaderos@stocktransfer.com.ph), [kscavita@stocktransfer.com.ph](mailto:kscavita@stocktransfer.com.ph) and to ICCP at [STNFOO@iccp.com.ph](mailto:STNFOO@iccp.com.ph), with the submission of the original copies to the Receiving Agent to follow no later than 3:00 p.m. on November 5, 2025 in accordance with these TP Guidelines. The subject of the email should be “STN FOO Firm Undertaking – [Name of Participating TP]”.

The Receiving Agent shall provide a confirmation email acknowledging receipt of the scanned copies of the Firm Undertaking. If the Participating TP does not receive the said confirmation by 12:00 noon on November 5, 2025, the Participating TP must contact the representative(s) of the Receiving Agent.

As an alternative, a Participating TP may submit three (3) original copies of the duly accomplished and signed Firm Undertaking and four (4) original Proof of Authority to Sign (if applicable), to the Receiving Agent at 34<sup>th</sup> Floor, Unit-D, Rufino Pacific Tower, 6784 Ayala Avenue, Makati City (“**Receiving Agent’s Office**”) no later than 11:00 am on November 5, 2025.

Kindly note that following the Participating TP’s submission via email of the Firm Undertaking, three (3) sets of the duly accomplished and signed Firm Undertaking and the required attachments (if any) shall be submitted to the Receiving Agent’s Office no later than 3:00 p.m. on November 5, 2025.

Notwithstanding the above, Participating TPs may submit the Firm Undertaking before the deadline, as early as the start of the Offer Period on 9:00 a.m. on November 3, 2025 until 11:00 am. on November 5, 2025 at the Receiving Agent’s Office.

- a. In accomplishing the Firm Undertaking, please be guided by the following:

The TPs shall be allocated a total of **31,530,000 Offer Shares** (the “**TP Allocation**”). Each TP will be allocated a **total of 258,000 Offer Shares (based on 122 active TPs)** (the “**Allocation per TP**”). Based on the initial allocation for each TP, there will be a total of 54,000 residual Offer Shares to be allocated as may be determined by the Underwriter.

**The minimum subscription is 10,000 Offer Shares and thereafter, in multiples of 1,000 Offer Shares.**

- b. Together with the submission of the Firm Undertaking, the Participating TP must attach a copy of the Proof of Authority to Sign of its authorized signatory(ies), which shall be in a form of a Sworn Corporate Secretary’s Certificate containing the board resolution, confirming the authority of the person(s) designated therein to sign and execute the papers or documents for and on behalf of such TP, and the Specimen Signature(s) of such authorized signatory(ies) (the “**Proof of Authority to Sign**”), unless the Proof of Authority to Sign has already been previously provided in the records of the Exchange. All forms must be originally signed. Photocopies or facsimile copies of the Firm Undertaking shall not be accepted
- c. A Trading Participant may opt to submit a Firm Order that is more than, equal to, or less than the Allocation per TP. Any order in excess of the Allocation per TP shall be referred to as the “**Additional Shares**”, subject to the Mechanics of Distribution described below.

Any Additional Shares may be awarded to the TP from the TP Allocation not taken up by the other TPs.

If the total number of Offer Shares requested by all Participating TPs (including the Additional Shares) is less than the total TP Allocation, the balance shall be returned to the Issue Manager and Sole Underwriter.

Trading Participants who opt not to participate in the Offer and those who fail to submit the Firm Undertaking on the specified date and time will be deemed not to have purchased any of the Offer Shares.

**Deadline for submission of the Firm Undertaking is at 11:00 am on November 5, 2025. For Participating TPs who submitted scanned copies of the Firm Undertaking, kindly note that the physical original of the Firm Undertaking, together with the Proof of Authority to Sign, must be submitted to the Receiving Agent no later than 3:00 p.m. on November 5, 2025. If November 5, 2025 is not a Business Day, the deadline will adjust to the next succeeding Business Day.**

- e. Each TP represents and warrants in favor of the Company and the Underwriter that it has not offered or sold and will not offer or sell, directly or indirectly, any Offer Shares to any international investor or any persons classified as U.S. Persons under the Foreign Account Tax Compliance Act of the United States, as this may be amended from time to time, and it has not solicited and will not solicit, applications for any Offer Shares on behalf of or for the account of any international investor or any persons classified as U.S. Persons under the Foreign Account Tax Compliance Act of the United States, as this may be amended from time to time. For avoidance of doubt, an international investor means any person or entity that is not a: (a) natural person of legal age who is residing in the Philippines,

regardless of nationality; or (b) corporation, association, partnership, trust account, fund or entity resident in the and organized under the laws of the Philippines and/or licensed to do business in the Philippines, regardless of nationality. U.S. Persons include a U.S. citizen (including dual citizen), a U.S. resident alien for U.S. tax purposes, a US partnership, a U.S. corporation, any U.S. estate, any U.S. trust if: (a) a court within the United States is able to exercise primary supervision over the administration of the trust; (b) one of more U.S. persons have the authority to control all substantial decisions of the trust, any other person that is not a non-US person.

- f. Upon receipt (or deemed receipt) by the TPs of the Selling Kits, each TP is understood to represent and warrant in favor of the Issuer and the Underwriter that it has conducted the necessary “know your customer” verification and background checks on any investors in compliance with the Anti-Money Laundering Act (Republic Act No. 9160), as amended, and other rules and regulations on anti-money laundering and that it has processed the personal information of investors in compliance with the Data Privacy Act (Republic Act No. 10173) and other rules and regulations on data privacy.

2. **No later than 12:00 noon on November 7, 2025**, each Participating TP shall submit to the Receiving Agent the following required documents (“**Application Documents**”) at the Receiving Agent’s Office. If November 7, 2025 is declared a non-Business Day or a non-Trading Day, the submission of the Application Documents shall be adjusted accordingly to **November 10, 2025** or to the next Trading Day. Alternatively, a Participating TP may send scanned copies to the Receiving Agent through email at [stn@stocktransfer.com.ph](mailto:stn@stocktransfer.com.ph), [jrpaderos@stocktransfer.com.ph](mailto:jrpaderos@stocktransfer.com.ph), and [kscavita@stocktransfer.com.ph](mailto:kscavita@stocktransfer.com.ph) with the subject “STN FOO Offer Shares Application – [Name of TP]” along with an “Affidavit of Undertaking to Submit Original Copies of the Documents (the “**Undertaking to Submit**”), attached as **Annex C**. Notwithstanding the foregoing accommodation of scanned copy submission, the original copies should be submitted to the Receiving Agent at the Receiving Agent’s Office **no later than 3:00 p.m. on November 7, 2025**. If **November 7, 2025** is declared a non-Business Day or a non-Trading Day, the submission of the original documents shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.

- a. Duly accomplished Application in quadruplicate (4) copies, one (1) of which shall be returned to the Participating TP;
- b. The required attachments to the Application;
- c. Two (2) government issued IDs of each of the authorized signatory(ies), certified as true copy by the Participating TP’s corporate secretary or assistant corporate secretary;
- d. Four (4) hard copies of the properly accomplished Sales Report duly signed by the Participating TP’s authorized signatory (including a USB containing a soft copy of the Sales Report in Microsoft Excel format) and the Trading Participants Endorsement and Certification (attached herein as **Annex D**);
- e. A duly notarized corporate secretary’s or assistant corporate secretary’s certificate setting forth the resolution of the applicant’s board of directors or equivalent body authorizing (i) the purchase of the Offer Shares indicated in the Application and (ii) the designated signatories for the purpose, including their respective specimen signatures;
- f. For purposes of processing the selling fee due to each Participating TP, (i) a copy of the TP’s Certification of Registration (Form 2303) issued by the Bureau of Internal Revenue (“**BIR**”), and (ii) a sample of the TP’s official receipt, which is registered and compliant with the prevailing issuances of the BIR;

- g. The proof of full payment of the total Offer Shares allocated to the Participating TP based on the Notice of Final Allocation. Payment can be made through any of the following:

- i. Over-the-counter via BDO Bills Payment at any operating BDO branch with details below:

**Type of Transaction:** Bills Payment

**Company Name:** STN FOO

- a) a Metro Manila clearing manager's/cashier's check, corporate check or personal check drawn against any Bangko Sentral ng Pilipinas authorized bank or any branch thereof located in Metro Manila having a clearing period of not more than one (1) Banking Day. All checks should be made payable to "STN FOO" crossed "Payee's Account Only," and dated the same date as the Application.
- b) Exact Check and Cash payment. Deadline for check payments is at 12:00 noon and deadline for cash payments is at 1:00 pm on November 7, 2025, the last day of the Offer Period. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.
- ii. Online payment via BDO Bills Payment, with "STN FOO" as the merchant name through BDO Online Banking Bills Payment facility. Deadline for online payments is at 12:00 p.m. on November 7, 2025, the last day of the Offer Period. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.

Payment reference number (*i.e.*, STN123000000000000000) will be included in the Notice of Final Allocation.

Participating TPs may coordinate with the Receiving Agent for other modes of payment and shall strictly adhere to the procedures to be imposed by the Receiving Agent for such other mode of payment.

Please see **Annex H** for Payment Guidelines

- h. Foreign corporate and institutional applicant-purchasers who qualify as Eligible Investors, as defined in the Final Prospectus, are required to submit in quadruplicate (4 copies), a representation and warranty stating that their Application will not violate the laws of their jurisdictions of incorporation or organization, and that they are allowed to acquire, purchase and hold the Offer Shares (the "**Investor Certification Letter**" attached as **Annex F** to these TP Guidelines); and
- i. An applicant who is exempt from or is not subject to withholding tax or who claims reduced tax treaty rates must indicate such exemption or entitlement in the Application to Purchase and also submit additional documents as may be required by the Issuer, including but not limited to, the documents described under the relevant section in the Final Prospectus.

For both over-the-counter and online or mobile banking payments, each Participating TP must indicate the payment reference number (e.g., STN123000000000000000), which will be included in the Notice of Final Allocation to be sent by the Receiving Agent to each Participating TP.

- Deadline for cash and online payments is at 1:00 p.m. on November 7, 2025, the last day of the Offer Period. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.
- Deadline for check payments is at 12:00 noon on November 7, 2025, the last day of the Offer Period. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.

Regardless of the mode of payment, please ensure that the payments include the unique pre-assigned reference number which will be provided to all Participating TPs through the Notice of Final Allocation.

No applications shall be considered accepted until the funds for payment have been credited to the nominated bank account. The proof of payment required to be submitted to the Receiving Agent as part of the Application Documents is the copy of the deposit/payment slip bearing the machine validation of the bank teller receiving and processing the payment for over-the-counter payments or the screenshot of the bills payment confirmation for online payments. Participating TPs may coordinate with the Receiving Agent for other modes of payment and shall strictly adhere to the procedures to be imposed by the Receiving Agent for such other mode of payment. Participating TPs should send the proof of payment via email to [stn@stocktransfer.com.ph](mailto:stn@stocktransfer.com.ph), [jrpaderos@stocktransfer.com.ph](mailto:jrpaderos@stocktransfer.com.ph), and [kscavita@stocktransfer.com.ph](mailto:kscavita@stocktransfer.com.ph).

**Deadline for submission of the Application Documents to representatives of the Receiving Agent shall be at 12:00 noon on November 7, 2025. The November 7, 2025 deadline shall be strictly followed. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day.**

3. The Applications and Sales Report should be consistent with the number of Offer Shares allocated by the Underwriter to each Participating TP as specified in the Notice of Final Allocation issued to each Participating TP.

## **II. Action Steps for the Receiving Agent and the Underwriter**

1. For Participating TPs who submitted via email, the Receiving Agent shall receive three (3) sets of hard copies of the duly accomplished and signed Firm Undertakings together with four (4) copies of the Proof of Authority to Sign (if not available in the records of the Exchange).

**Deadline for the email submission of the Firm Undertaking by the Trading Participants is 11:00 a.m. on November 5, 2025. This deadline shall be strictly observed.**

2. Upon receipt of the Firm Undertaking, the Receiving Agent shall verify the signatures on the Firm Undertaking against the Proof of Authority to Sign submitted by each TP to the Exchange or against the Proof of Authority to Sign that is attached to the Firm Undertaking submitted by each Participating TP to the Receiving Agent, and prepare a summary report of the Firm Orders indicated in the Firm Undertakings.

On or before the start of the Offer Period, the Receiving Agent shall make arrangements with the PSE for its access to the records of the Exchange.

3. After noting the Firm Orders received from each Participating TP, the Receiving Agent shall verify that the shares indicated in the Firm Undertaking are in accordance with the minimum subscription and incremental lot size as specified in the Summary of the Offer.
4. The Receiving Agent shall prepare the Firm Undertaking Report, and send the report to the Underwriter no later than 1:00 p.m. on November 5, 2025.
5. The Underwriter shall conduct the allocation process and send a report containing the list of Participating TPs with their corresponding allocations or the "TP Allocation List" to the Receiving Agent and the PSE Listings Department no later than 4:00 p.m. on November 5, 2025. If there is no need for any amendment, the TP Allocation List submitted shall be the final allocation report of the TPs (the "**Final TP Allocation Report**").
6. No later than 4:30 p.m. on November 5, 2025, upon receipt of clearance by the PSE Listings Department following its review, the Underwriter shall implement any amendment to the TP Allocation List, as advised by the PSE Listings Department, and submit the Final TP Allocation Report to the PSE Listings Department and the Receiving Agent. The Final TP Allocation Report shall be emailed to the PSE Listings Department (email: listings@pse.com.ph) and to the Receiving Agent (email: stn@stockransfer.com.ph, jrpaderos@stocktransfer.com.ph, and kscavita@stocktransfer.com.ph).
7. No later than 9:00 a.m. on November 6, 2025, the Receiving Agent shall deliver the Notices of Final Allocation to each Participating TP via email and notify the Underwriter that the delivery of the Notices of Final Allocation has been completed. Participating TPs may request for hard/physical copies of the Notices of Final Allocation and these shall be delivered by the Receiving Agent to each Participating TP that had requested for them within five (5) business days from the date of such request. Those who opted not to participate in the Offer and those who failed to submit Firm Undertakings on the date and time specified shall not be given the said notice.
8. The Underwriter shall confirm via email to the PSE Listings Department that the delivery of the Notices of Final Allocation to each Participating TP has been completed.

### **III. Mechanics of Distribution of the Total TP Allocation**

1. Upon receipt of the Firm Undertaking Report, the Underwriter shall input the number of Offer Shares requested by each Participating TP in a spreadsheet designed for the reservation and allocation of the TP Allocation.
2. The spreadsheet shall distribute the total number of Offer Shares to be allocated to each Participating TP in accordance with the following process:
  - a. If the total number of Offer Shares requested by a Participating TP does not exceed the Allocation per TP, the Underwriter shall fully satisfy the request of such Participating TP. Each Participating TP is assured of not less than the Allocation per TP. The balance, if any, shall be re-distributed among those who have signified a commitment to purchase more than the Allocation per TP in their Firm Undertaking until TP Allocation is fully exhausted.

If the total demand from the Participating TPs is above the total TP Allocation, the Underwriter, will distribute the TP Allocation to the Participating TPs by (i) filling in first those Participating TPs whose orders are less than or equal to the Allocation per TP, and then (ii) those Participating TPs who have orders for Additional Shares.



- b. In no case shall any Participating TP be awarded more than the shares indicated in its Firm Undertaking.
- c. If the total number of Offer Shares requested by all Participating TPs (including the Additional Shares) is less than the total TP Allocation, the balance shall be returned to the Underwriter for reallocation.
- d. If the total number of Offer Shares requested by a Participating TP is more than its Allocation per TP, the excess Firm Order may be awarded to such Participating TP out of the shares not taken up by the other TPs.

All deadlines indicated in these procedures shall be strictly enforced and followed.

**FIRM UNDERTAKING TO PURCHASE OFFER SHARES OF  
STENIEL MANUFACTURING CORPORATION ("STN" or the "Company")**

This Firm Undertaking to Purchase Offer Shares of Steniel Manufacturing Corporation, (the "**Firm Undertaking**") is made and executed this \_\_\_\_ day of \_\_\_\_\_ by:

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(Name of Trading Participant)

---

(Trading Participant Number)

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(Address of Trading Participant)

hereinafter referred to as the "**Trading Participant**";

In consideration for being granted the right to participate in the sale and distribution of Offer Shares of Steniel Manufacturing Corporation, the Trading Participant unconditionally undertakes to purchase (\_\_\_\_\_) (in words) (\_\_\_\_\_) (in number of shares) Offer Shares of the Company for and on behalf of its clients.

The Trading Participant similarly undertakes to deliver to the Receiving Agent the Application/s, specimen signature cards, required attachments to the Application, hard and soft Copies of the Sales Report, and the corresponding personal/corporate/cashier's/manager's check payment constituting the full payment of said shares (as specified in the "Procedures Relative to the Implementing Guidelines for the Reservation and Allocation of Steniel Manufacturing Corporation's Offer Shares to the Trading Participants of the PSE through the Underwriter") **not later than 12:00 noon November 7, 2025**, with the hard/physical copies to follow **no later than 3:00 p.m. on November 7, 2025**. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day. It is hereby understood that Offer Shares not covered by the Applications in the name of the clients, if any, of the Trading Participants shall be lodged at the PDTC for the account of the undersigned Trading Participant. Likewise, Offer Shares covered by defective, deficient or incomplete Applications and supporting documents, to the extent that the said Applications are accepted by the Underwriter and the Company (at their sole discretion), shall be lodged at the PDTC for the account of the undersigned Trading Participant.

In the event the Trading Participant is allocated a number of Offer Shares less than that above specified, the Trading Participant agrees to purchase said number of shares under the same conditions.

Pursuant to Article III, Part F, Section 5 of the Exchange's Revised Listing Rules, the Exchange shall remind the Trading Participants to prioritize their clients in subscribing to the Offer Shares before they can acquire the same for its own or any of its proprietary accounts as defined in Rule 34.1.5 of the 2015 Implementing Rules and Regulations of the Securities Regulation Code.

If a Trading Participant fails to fully comply with its Firm Undertaking for whatever reason, the Exchange shall have the right to subject the concerned Trading Participant to appropriate penalties and sanctions, such as but not limited to suspension and/or disqualification from participation in future offerings through the Exchange.

Furthermore, by virtue of this Firm Undertaking, the Trading Participant hereby accedes to and shall strictly comply with the "Procedures Relative to the Implementing Guidelines for the Reservation and Allocation of Steniel Manufacturing Corporation's Offer Shares to the Trading Participants of the PSE through the Underwriter".

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Printed Name, Position/Title & Signature of  
Authorized Signatory of Trading Participant

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Printed Name, Position/Title & Signature of  
Authorized Signatory of Trading Participant

**IMPORTANT:** The foregoing Firm Undertaking shall be accomplished for the purpose of determining the number of Offer Shares to be distributed to the public by each Trading Participant of the PSE. Please read carefully and comply strictly with the following instructions: (1) Accomplish the Firm Undertaking and submit the same to the designated representatives of the Receiving Agent. One (1) copy of the Firm Undertaking, duly stamped received by a designated representative of the Receiving Agent, shall be returned to the Participating TP; (2) Indicate in the space provided the complete name and address of the Participating TP; (3) Accomplish the Firm Undertaking by supplying the complete and accurate information required in the spaces provided; (4) If previously not submitted to the PSE, or if there are any changes to the previously submitted authorized signatories, attach **four (4) original copies of the Proof of Authority to Sign** of the authorized signatory(ies) of the Trading Participant which shall be in the form of a **Sworn Corporate Secretary's Certificate** containing the Board Resolution, confirming the authority of the persons designated therein to sign and execute the papers or documents for and on behalf of the Trading Participant, and the **Specimen Signature** of such authorized signatory(ies); and (5) Submit the Firm Undertaking (whether physical or scanned) to the designated representative(s) of the Receiving Agent **not later than 11:00 a.m. of November 5, 2025** (if November 5, 2025 is not a Business Day, the deadline will adjust to the next succeeding Business Day) and at the place announced and specified in the "Procedures Relative to the Implementing Guidelines for the Reservation and Allocation of Steniel Manufacturing Corporation's Offer Shares through the Underwriter". Physical original copies of the Firm Undertaking shall be submitted to the Receiving Agent **no later than 3:00 p.m. on November 5, 2025**.

**AFFIDAVIT OF UNDERTAKING TO SUBMIT ORIGINAL COPIES OF THE DOCUMENTS**

I/We, \_\_\_\_\_ (Name of Applicant/Authorized Representative/s of the Trading Participant) with principal office address at \_\_\_\_\_, do hereby certify and state that:

1. I/We will comply with the guidelines for the alternative filing of the scanned Application to Purchase ("**Application**") form and the documents mentioned therein through electronic mail with the Stock Transfer Service, Inc. as the Receiving Agent of the Offer of STENIEL MANUFACTURING CORPORATION;
2. The Application is an accurate, complete, and authentic copy of the original thereof, and the information contained in the Application and documents mentioned therein are true and correct to the best of my/our knowledge;
3. Steniel Manufacturing Corporation or Stock Transfer Service, Inc. may fully rely on the electronic copies of the Application and the information contained in the Application and documents mentioned therein as if the same are originals of such documents for all intents and purposes;
4. I/We hereby undertake to submit hard or physical copies of the Application and the documents mentioned therein, no later than 3:00 p.m. on November 7, 2025. If November 7, 2025 is declared a non-Business Day or non-Trading Day, the deadline shall be adjusted accordingly to November 10, 2025 or to the next Trading Day; and
5. I/We hereby execute this Undertaking to Submit on \_\_\_\_\_ to attest to the truthfulness of the foregoing facts and for whatever legal purpose it may serve.

\_\_\_\_\_  
Signature over Printed Name of the Applicant/  
Authorized Representative/s of the Trading Participant

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
CITY OF

) S.S.

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ 2025 at \_\_\_\_\_  
City, Philippines, affiants who personally appeared and exhibiting their respective identifications to wit:

Name	Government ID No.	Place of Issue and Issue Date

known to me and to me known to be the same persons who executed the foregoing agreement and who acknowledged to me that the same is their free will and voluntary act and deed that of the corporations they respectively represent.

WITNESS MY HAND AND NOTARIAL SEAL on the date and place first abovementioned.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2025.

[Date]

**Stock Transfer Services, Inc.**

As Receiving Agent

34<sup>th</sup> Floor, Unit-D, Rufino Pacific Tower 6784

Ayala Avenue, Makati City, Philippines

**Attention:** [●]  
[●]

**Subject: TRADING PARTICIPANT'S ENDORSEMENT & CERTIFICATION**

We, [●] and [●], of legal age, and with office address at [●], are authorized representatives of [●], a duly registered securities broker-dealer and accredited trading participating of The Philippine Stock Exchange, Inc. and eligible to trade shares ("PSE TP").

We are submitting the attached copies of our TP TRANCHE sales report containing the aggregated list of our applicant-purchasers in Excel formats (the "**Sales Report**") to Stock Transfer Service, Inc. ("**STSI**") in its capacity as Receiving Agent for the follow-on offering (the "**FOO**") of shares of the Steniel Manufacturing Corporation and hereby certify that:

- (a) the PSE TP has (i) conducted the prescribed customer identification procedures on its applicant-purchasers in accordance with applicable laws and regulations, including the Philippine Anti-Money Laundering Act (Republic Act No. 9160), as amended, and its revised implementing rules and regulations (the "**AMLA**"); (ii) established, among others, the ultimate beneficiary of the purchase being made and has in its custody all the minimum information and/or documents required to be obtained from its customers for these purposes and in compliance with applicable laws and regulations; and (iii) it has obtained applicant-purchaser's consent for the collection, processing and sharing of clients' information;
- (b) all information provided to STSI in the attached Sales Report is true, complete, current, and correct and that, in case of inconsistency between the PDF and Excel copies, STSI shall have the right to rely on the PDF version without need for further confirmation from the PSE TP;
- (c) the PSE TP agrees and understands that since STSI cannot reasonably conduct and complete any verification procedures on the content of the Sales Reports, (i) STSI shall be entitled to rely on the verification procedures undertaken by the PSE TP in relation to the Sales Reports and its applicant-purchasers; and (ii) STSI assumes that these were undertaken by the PSE TP in accordance with applicable laws and regulations, including the AMLA; and
- (d) the PSE TP has secured any and all authorizations and waivers from the applicant-purchasers necessary for the PSE TP to disclose all information required by STSI to undertake its duties in relation to the Offer.

**[Name of PSE TP]**

By:

\_\_\_\_\_  
[Authorized Representative 1]  
[Title]

\_\_\_\_\_  
[Authorized Representative 2]  
[Title]

## ACKNOWLEDGMENT

Republic of the Philippines       )  
City of \_\_\_\_\_       ) ss.

BEFORE ME, a Notary Public for and in the City of \_\_\_\_\_, Philippines on \_\_\_\_\_, personally appeared the following with their respective identification, to wit:

Name	Government ID / No.	Date/Place of Issue

known to me and to me known to be the same persons who executed the foregoing *Trading Participant's Endorsement & Certification* and who acknowledged to me that the same is their free will and voluntary act and deed that of the corporations they respectively represent.

WITNESS MY HAND AND SEAL on the date and place first above written

Doc. No.  
Page No.  
Book No.  
Series of 2025.

NOTARY PUBLIC

LETTER OF CONFIRMATION

[Date]

**Stock Transfer Service, Inc.**

As Receiving Agent  
34<sup>th</sup> Floor, Unit-D, Rufino Pacific Tower  
6784 Ayala Avenue, Makati City Philippines

**Attention** : **Mr. Ricardo D. Regala, Jr.**  
General Manager

**Subject** : **Refund of STN FOO**

Gentlemen:

I/We, [●] and [●], of legal age, and with office address at [●], are authorized representative/s of [Name of Participating TP], a duly registered securities broker-dealer and accredited Philippine Stock Exchange trading participant and eligible to trade shares (the "**PSE TP**").

We confirm that [Name of Participating TP], invested in the follow-on offering of Steniel Manufacturing Corporation ("**STN FOO**"). The investments were remitted to Stock Transfer Service, Inc. ("**STSI**"), as the Receiving Agent of STN FOO.

We confirm receipt the amount in PESOS: \_\_\_\_\_ (Php \_\_\_\_\_) representing total refund due to [Name of Participating TP] from STSI, as Receiving Agent of STN FOO.

We shall hold STSI as the Receiving Agent, its directors, officers and staff (collectively, "**Receiving Agent Group**"), free and harmless from, and undertake to indemnify the Receiving Agent Group for, any and all claims, actions, liabilities and damages of whatever kind or nature which may arise in connection with or as a consequence of the receipt of refund set out in this letter except when such claims, actions, liabilities and damages arise as a result of the gross negligence, evident bad faith, willful non-performance, or intentional breach of the obligations of Receiving Agent Group.

Very truly yours,

**[Name of Trading Participant]**

By:

\_\_\_\_\_  
[Authorized Signatory 1]  
[Designation]

\_\_\_\_\_  
[Authorized Signatory 2]  
[Designation]



**INVESTOR CERTIFICATION LETTER**

[Date]

**Steniel Manufacturing Corporation**

Gateway Business Park, Brgy. Javalera, General Trias, Cavite  
Metro Manila, Philippines (the “**Company**”)

**Investment & Capital Corporation of the Philippines**

17th Floor Robinson's Summit Center  
6783 Ayala Avenue  
Makati City, Philippines (“**ICCP**” or the “**Underwriter**”)

**Subject: INVESTOR CERTIFICATION LETTER**  
**Purchase of Common Shares of Steniel Manufacturing Corporation**  
**(“Offer Shares”)**

The undersigned is writing this letter in respect of the Follow-On Offering of Steniel Manufacturing Corporation.

In addition to the required documents, I/we \_\_\_\_\_, hereby certify and warrant that:

- (a) I/we am/are not [a] resident[/s] of the United States;
- (b) I/we am/are not [a] United States person as contemplated under the Foreign Account Tax Compliance Act of the United States;
- (c) My/our purchase of the Offer Shares will not violate the laws of my/our resident jurisdiction, namely \_\_\_\_\_;
- (d) I/we am/are allowed to acquire, purchase and hold the Offer Shares;
- (e) I/we am/are acquiring beneficial ownership interest in the Offer Shares for my/our own account for investment purposes only and not with a view to any distribution of the Offer Shares in any manner that would violate the securities laws of the United States or any other jurisdiction. I/we understand that the Offer Shares have not been registered under the securities laws of the United States or any other jurisdiction (other than the Philippines) and that the Offer Shares may not be resold or transferred in the United States, in other jurisdictions, or otherwise except in compliance with applicable law.
- (f) I/we have exercised due diligence and have conducted my/our own investigation with respect to the Offer Shares as I/we have deemed appropriate, which has included a review of the terms of the Offer Shares and the Follow-On Offering, of the risks relating to an investment in the Offer Shares, and of the tax, accounting and any regulatory implications relating to an investment in the Offer Shares;
- (g) I/we have consulted with my/our own legal, regulatory, tax, business, investment, financial and accounting advisers in each jurisdiction in connection herewith to the extent I/we have deemed necessary;
- (h) I/we am/are [a] sophisticated investor[/s] and have sufficient knowledge and experience in financial and business matters, including in the investment of shares issued by Philippine companies, so as to be capable of independently evaluating the merits and risks of my/our investment in the Offer Shares, and have the ability to bear the economic risks of my/our prospective investment and can afford the complete loss of such investment;

- (i) I/we possess corporate, regulatory and all other relevant authority to purchase and to hold the Offer Shares, and my/our purchase of the Offer Shares will not result in the violation of any law, administrative regulation or administrative or court decree applicable to me/us; and no consent, approval authorization or order of any court or governmental authority or agency is required for my/our purchase of the Offer Shares;
- (j) I/we have received all information that I/we believe is necessary or appropriate in connection with my/our investment decision to purchase the Offer Shares; and
- (k) Nothing herein is construed as a recommendation to me/us to purchase the Offer Shares. I/we understand that neither the Company nor the Underwriter have undertaken any evaluation of the suitability for me/us of an investment in the Offer Shares or of an exposure to the Company. Neither the Company nor the Underwriter have advised me/us with respect to tax, accounting or regulatory implications of an investment in the Offer Shares.

This letter is neither an offer nor a solicitation of an offer to participate in the Follow-On Offering nor does it create any obligation whatsoever on the part of the Underwriter or any of their affiliates to make any offer in respect of the Follow-On Offering on the part of the undersigned to participate in the Follow-On Offering.

Kind regards,

---

**(COMPANY)**

By:

---

Signature Over Printed Name

## FORM OF SALES REPORT

Applicatio n No.	APPLICANT INFORMATION								
	BUSIN ESS NAME / LAST NAME of Applica nt	FIRST NAME of Applicant	MIDDLE NAME of Applicant	Address	National ity	Entity (I – Individual, C – Corporati on)	TIN No.	Tax Status	Contact No.
1									
2									
3									
4									
5									

Applicatio n No.	Shares Applicat ion AVAIL MENT	Amount	Mode of Payment	Lodgement Details			Payment Details		
	No. of Shares			Brokers Name / PDTC Particip ant	PDTC BP ID (pls. indicate the 11- charact er)	PDTC Sub- Account No. (Numeri cal)	Bank Name	Check No.	Amount
1									
2									
3									
4									
5									

Note: 1. The PDTC BP ID must be a valid 11-character ID  
 1. The PDTC Account No. must be in numeric Form

Certified By:

\_\_\_\_\_  
**Name of Authorized Signatory**  
 Signature over Printed Name

\_\_\_\_\_  
**Name of Authorized Signatory**  
 Signature over Printed Name

## PAYMENT GUIDELINES

## A. Over-the-Counter (OTC) via BDO Bills Payment

- Company Name: STN FOO
- Institution Code: 1920

## Over the Counter (OTC)

## Sample Cash Transaction Slip

BDO		Cash Transaction Slip		Currency	Date																														
<input type="checkbox"/> Deposits <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit/ Placement <input type="checkbox"/> For Account with Deposit Reference Facility <input checked="" type="checkbox"/> Bills Payment		Account Name Account No. Payor's Name Reference No. Institution Code Product Code Subscriber's Name Subscriber's Account No. <Indicate 20 character ref. here if PSE Easy>		<input checked="" type="checkbox"/> Peso <input type="checkbox"/> US Dollar <input type="checkbox"/> Others	01/01/1900																														
<input type="checkbox"/> Cash Card <input type="checkbox"/> Sale <input type="checkbox"/> Reload <input type="checkbox"/> Payment <input type="checkbox"/> Loan <input type="checkbox"/> Trade Machine Validation		Cardholder's Name/Contact No. Cash Card No. Borrower's Name Promissory Note No. / Trade Reference No.		Use separate slip(s) for each type of transaction. <table border="1"> <thead> <tr> <th>Denomination</th> <th>Pieces</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1,000</td> <td>1</td> <td>1,000</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2">Total Amount</td> <td>1,000</td> </tr> </tbody> </table>		Denomination	Pieces	Amount	1,000	1	1,000																						Total Amount		1,000
Denomination	Pieces	Amount																																	
1,000	1	1,000																																	
Total Amount		1,000																																	

This serves as your receipt when machine validated.

## Over the Counter (OTC)

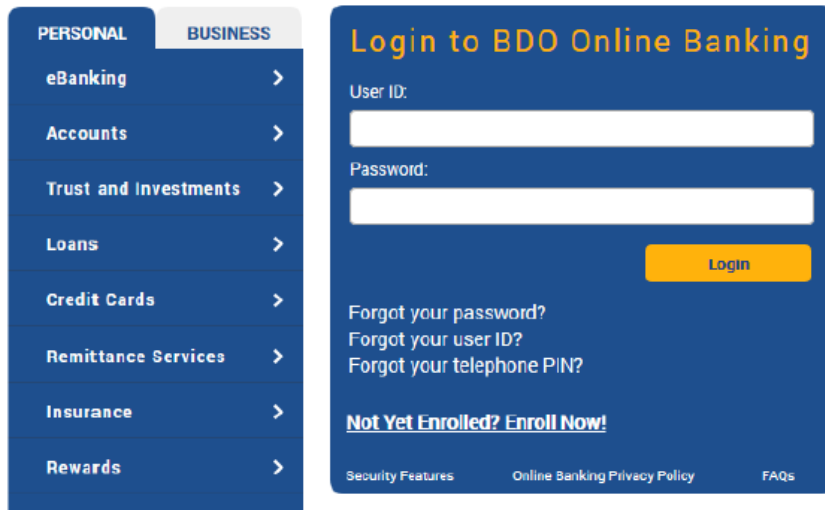
## Sample Check Transaction Slip

BDO		Check Transaction Slip		Currency	Date																														
<input type="checkbox"/> Deposits <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit/ Placement <input type="checkbox"/> For Account with Deposit Reference Facility <input checked="" type="checkbox"/> Bills Payment		Account Name Account No. Payor's Name Reference No. Institution Code Product Code Subscriber's Name Subscriber's Account No. <Indicate 20 character ref. here if PSE Easy>		<input checked="" type="checkbox"/> Peso <input type="checkbox"/> US Dollar <input type="checkbox"/> Others	01/01/1900																														
<input type="checkbox"/> Payment <input type="checkbox"/> Loan <input type="checkbox"/> Trade Machine Validation		Cardholder's Name/Contact No. Cash Card No. Borrower's Name Promissory Note No. / Trade Reference No.		<input type="checkbox"/> Local <input checked="" type="checkbox"/> On-us <input type="checkbox"/> MC/DO <input type="checkbox"/> Others																															
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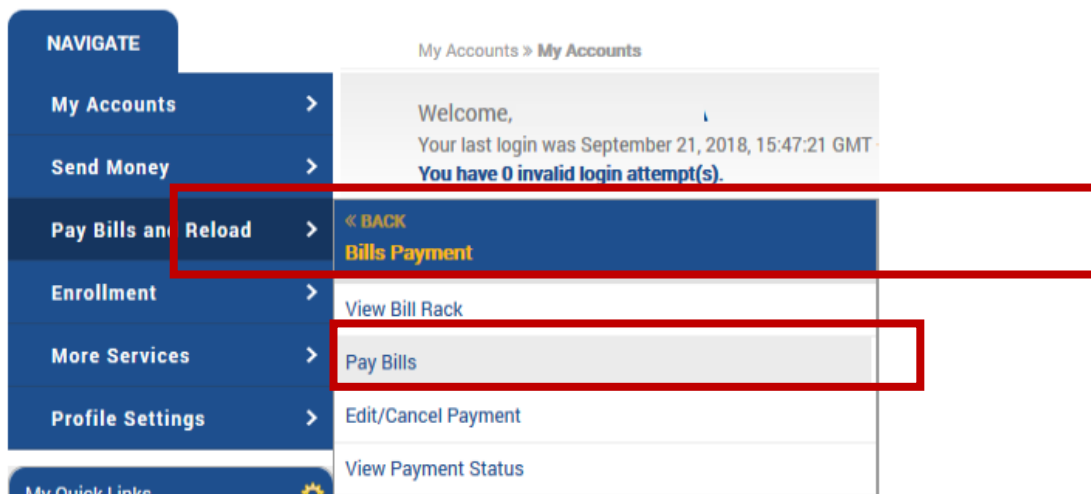
This serves as your receipt when machine validated.

B. Online Banking via BDO Bills Payment

1. Log in to your BDO Online Banking account at <https://online.bdo.com.ph>



2. Go to Pay Bills and Reload > Bills Payment > Pay Bills



3. Fill out the payment details:

- **Pay from:** Choose the BDO account that you will pay from
- **Pay this Company/Biller:** STN FOO
- **Amount:** PhP amount corresponding to the number of shares placed
- **Subscriber Name:** Investor Name
- **Subscriber Number:** Reference Number (i.e., STN123000000000000000)

Payment Details	
Pay from	<div></div> View Balance
Pay this Company/Biller	STN FOO <div></div> <input type="checkbox"/> Pay a Company/Biller that is not yet enrolled
Amount	10000
Remarks	<div></div>
Subscriber Number	BNCOM030722012345678
Subscriber Name	JUAN C. DELA CRUZ

**Submit**

4. **Click Submit.**
5. **A confirmation page will be displayed. Review all information. Click Continue.**
6. **Confirmation page will be displayed with a transaction reference number. Likewise, an e-mail notification will be sent to your e-mail address registered with BDO Online Banking.**

### **Mobile Banking**

1. **Log in to your BDO Online Banking account at <https://online.bdo.com.ph>**
2. **Go to Pay Bills and Reload > Bills Payment > Pay Bills**
3. **Fill out the payment details:**
  - **Pay from:** Choose the BDO account that you will pay from
  - **Pay this Company/Biller:** STN FOO
  - **Amount:** PhP amount corresponding to the number of shares placed
  - **Subscriber Name:** Investor Name
  - **Subscriber Number:** Reference Number (i.e., STN123000000000000000)
4. **Click Submit.**
5. **A confirmation page will be displayed. Review all information. Click Continue.**
6. **Confirmation page will be displayed with a transaction reference number. Likewise, an e-mail notification will be sent to your e-mail address registered with BDO Online Banking.**

**AFFIDAVIT OF INDEMNITY UNDERTAKING**

I \_\_\_\_\_ (Name of Applicant) with principal office address at \_\_\_\_\_ (the "Applicant"), do hereby certify and state that:

- 1) The Applicant represents and warrants to Steniel Manufacturing Corporation (the "Issuer") and Stock Transfer Service, Inc. ("STSI") in its capacity as Receiving Agent for the follow-on offering of the Issuer, that it is, a [nature/description] entitled to tax benefits provided under [tax exemption basis: statutory provision, applicability of a tax treaty, BIR ruling or opinion] resulting in [taxation benefit and its effect].
- 2) The Applicant undertakes and warrants that it shall: (a) promptly provide such other documentary requirements as may be required by the Issuer or STSI under the applicable regulations of the relevant taxing or other authorities for the purpose of claiming the above tax benefits; and (b) promptly advise the Issuer and STSI of any change in its circumstance, relevant treaty, law, or regulation that may or would result in the suspension or revocation of the above tax benefits claimed by the Applicant.
- 3) The Applicant hereby holds the Issuer and STSI free and harmless from, and undertakes to indemnify the Issuer and STSI against any and all obligations (including any tax obligation), actions, suits, liabilities, charges, claims, costs and other expenses that the Issuer and STSI may incur or be subjected to on account of their reliance on the foregoing representations and warranties and resulting in the non-withholding of the required tax.
- 4) I hereby execute this Affidavit on \_\_\_\_\_ to attest to the truthfulness of the foregoing facts and for whatever legal purpose it may serve.

\_\_\_\_\_  
Signature over Printed Name of the Applicant