

ADVISORY TO STOCKHOLDERS

Guidelines for Cash Dividends Distribution

Notice is hereby given to all stockholders of **SYNERGY GRID & DEVELOPMENT PHILS., INC.** (the "Company") as of October 11, 2021 ("Record Date") on the following guidelines for the distribution of cash dividends declared in the meeting of the Board of Directors held on September 27, 2021 in the total amount of PhP0.475 per share for the Cash Dividends ("Cash Dividends") declared for the second and third quarters payable on October 18, 2021 ("Payment Date"):

1. The Dividends to be distributed to the stockholders will be subject to the following final withholding tax rates prescribed under the National Internal Revenue Code ("NIRC"):

Taxpayer	Final Withholding Tax Rate
Individual citizen	Ten percent (10%)
Individual resident alien	Ten percent (10%)
Non-resident alien individual	a. Engaged in trade or business - Twenty percent (20%) b. Not engaged in trade or business – Twenty five percent (25% - no supporting documents required)
Domestic corporation	Not subject to tax
Resident foreign corporation	Not subject to tax
Non-resident foreign corporation ("NRFC")	a. Twenty-Five percent (25% - no supporting documents required) b. availing of tax treaty relief under a tax treaty (applicable treaty rate) c. If the tax sparing requirement under Section 28(B)(5)(b), NIRC, is complied with, i.e., that the country of residence of the NRFC allows a deemed paid tax credit of fifteen percent (15%) on taxes due d. from the NRFC - Fifteen percent (15%)

In the case of 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 custodians/brokers shall submit to the Company a notarized alphabetical list of beneficial owners in the form of

Schedule A hereof, containing the following information:

- a. Name of client beneficial owner (Last Name, First Name, Middle Name for individuals; Complete name for non-individuals)
- b. Tax Identification Number (TIN)
- c. Address of client beneficial owner
- d. Status (Residence/Nationality)
- e. Total shareholding in the Company
- f. Client account code
- g. Broker code
- h. Birth Date (for individuals)/Registration Number and Date of Registration (for non-individuals)

The alphabetical list shall be certified true and correct by the custodian's/broker's President and Head of Settlements, duly notarized, and submitted to the Company on or before October 14, 2021, 4:00 p.m. (Manila Time). The custodian/broker shall ensure that the alphabetical list are consistent with the respective balances as reflected in the PDTC alphabetical list of depository account holders and corresponding total shareholdings submitted by PDTC to the Company.

2. FOR NON-RESIDENT FOREIGN STOCKHOLDERS (CORPORATE OR INDIVIDUAL) CLAIMING ENTITLEMENT TO A PREFERENTIAL TAX RATE ON DIVIDEND INCOME UNDER A TAX TREATY. – Any foreign stockholder (the "Claiming Stockholder") claiming entitlement to a preferential tax rate on dividend income under a tax treaty with the Republic of the Philippines shall be required to submit the following documents to the Company not later than October 14, 2021, 4:00 p.m. (Manila Time):
 - a. a filed application (together with the documentary requirements) for tax treaty relief prepared in accordance with Revenue Memorandum Order No. 72-2010, which has been duly received by the Bureau of Internal Revenue – International Tax Affairs Division ("BIR-ITAD");
 - b. a signed and duly notarized/consularized or apostilled (if issued abroad) indemnity undertaking in the form attached as **Annex A** hereof; and
 - c. for shares lodged with PDTC, the notarized/consularized or apostilled (if issued abroad) broker's/custodian's list of beneficial owners including, among others, the number of shares owned by and other information relating to the Claiming Stockholder, in the form attached as **Schedule A** hereof.

Upon submission of the documents above, the Claiming Stockholder shall be entitled to avail of the preferential tax rate.

If the Claiming Stockholder is unable to submit the documents within the time prescribed, the Company will withhold and remit the taxes at the applicable withholding tax rates.

3. FOR NON-RESIDENT FOREIGN CORPORATIONS CLAIMING THE TAX SPARING RATE OF 15%. – Any foreign stockholder (the "Claiming Stockholder") claiming entitlement to the 15% tax rate on dividend income under Section 28(B)(5)(b) of the NIRC shall be required to submit the following documents to the Company not later than October 14, 2021, 4:00 p.m. (Manila Time):
 - a. Certified copy of a BIR ruling addressed to it confirming the application

of the tax sparing rate of 15%, and that is valid, current and subsisting as per existing BIR issuances; or

- b. Signed and duly notarized / consularized or apostilled (if issued abroad) indemnity undertaking in the form attached as **Annex A-1** hereof; and
- c. for shares lodged with PDTC, the notarized/consularized (if issued abroad) broker's/custodian's list of beneficial owners including, among others, the number of shares owned by and other information relating to the Claiming Stockholder, in the form attached as **Schedule A** hereof.

Upon submission of the required document/s, the Claiming Stockholder shall be entitled to avail of the 15% tax sparing rate.

If the Claiming Stockholder is unable to submit the required document within the time prescribed, the Company will withhold and remit the taxes at the regular 25% withholding tax rate.

4. FOR STOCKHOLDERS CLAIMING TAX EXEMPTION. - Any stockholder (the "Claiming Stockholder") claiming exemption from withholding tax in respect of the Dividends in accordance with any provision of the NIRC or special law shall be required to submit the following documents to the Company not later than October 14, 2121, 4:00 p.m. (Manila Time):

- a. Certified copy of a BIR ruling addressed to it confirming the exemption claimed, and that is valid, current and subsisting as per existing BIR issuances; and
- b. for shares lodged with PDTC, the notarized /consularized (if issued abroad) broker's/custodian's list of beneficial owners including, among others, the number of shares owned by and other information relating to the Claiming Stockholder, in the form attached as **Schedule A** hereof .

Upon submission of the documents, the Claiming Stockholder shall be entitled to receive the Dividends without deduction for withholding tax.

If the Claiming Stockholder is unable to submit the required documents within the time prescribed, the Company will withhold and remit the taxes at the applicable withholding tax rates.

5. Custodians/brokers are advised to inform their clients of the specific requirements stated in these guidelines immediately upon issuance hereof, in order that the required documents may be prepared and/or obtained and submitted to the Company within the deadline indicated herein.
6. For any questions on the foregoing, you may contact any of the following:

For SYNERGY GRID & DEVELOPMENT PHILS INC.
Ma. Theresita G. Yulo
tesyulo@synergygrid.ph
T: (+632) 8584.3930

October 11, 2021


CHERYL S. SALDAÑA-DE LEON
Corporate Secretary

Annex A-1
Indemnity – Tax Treaty

(Date)

SYNERGY GRID & DEVELOPMENT PHILS., INC.

16/F Tycoon Business Center Bldg. Condominium
Pearl Drive, Pasig City

Attention : Atty. Paul P. Sagayo, Jr.
President

Through : Ma. Theresita G. Yulo
Comptroller

Re : Indemnity Undertaking

Gentlemen:

On _____, an application (copy enclosed) was submitted to the BIR for a ruling confirming that the cash dividends due from **SYNERGY GRID & DEVELOPMENT PHILS., INC.** (the “**Company**”) to _____, [a citizen of _____ and residing at _____ / a corporation organized and existing under the laws of _____ and with principal place of business at _____ (the “**Stockholder**”) in the amount of _____ (PhP _____) pursuant to the declaration of the Board of Directors of the Company in its meeting held on September 27, 2021 (the “**Dividends**”), are subject to a withholding tax rate of percent (___%) pursuant to the tax treaty between _____ and the Republic of the Philippines (the “**Ruling**”).

To avail of a preferential tax rate under a tax treaty, BIR Revenue Memorandum Order (“**RMO**”) No. 14-2021 requires that a tax treaty relief application (“**TTRA**”) be filed with the International Tax Affairs Division (“**ITAD**”) of the BIR before the transaction (i.e., payment of dividends), together with all the supporting documents justifying the relief sought, as enumerated in the **RMO**.

The undersigned stockholder (the “**Stockholder**”) anticipates that it may take some time for a Ruling to be issued by the BIR.

The Company, as the withholding agent of the Philippine government for the withholding of taxes due on dividends to nonresident alien individuals and foreign corporations, is made primarily responsible for the remittance of the correct amount of withholding taxes due on those dividends to the BIR. Further, penalties are imposed upon the Company under Philippine law for failure to do so.

The undersigned hereby requests the Company to withhold taxes based on the preferential tax treaty rate for remittance to the BIR. To induce the Company to withhold and remit the tax at the preferential tax treaty rate, in the event that the Ruling is denied or that a withholding tax rate higher than the preferential tax rate is determined to apply to the Dividends, the Stockholder agrees and acknowledges that [he/she/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 any authorities in the Philippines with respect to the Dividends. For this purpose, the Stockholder undertakes to pay to the Company whatever amounts may be required to pay for any shortfall in the amount of tax withheld and remitted. Furthermore, the Stockholder expressly authorizes the Company to pay over to the Philippine tax authorities any amounts that the Company may hold belonging to the Stockholder to settle any deficiency

tax liability of the Stockholder arising from the receipt of the Dividends.

Stockholder further agrees that it will 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 filings or payments of, or failure to file or pay, any amounts to the Philippine tax authorities due to or on account of the Dividends.

The Stockholder accepts the continuity of this indemnity undertaking which shall survive a transfer of shares. The Stockholder undertakes to submit a copy of the BIR Ruling to the Company, once issued, within five (5) days from receipt thereof.

(Name and signature of Stockholder or
authorized representative)

Agreed and accepted on _____ 2021 _____

By: **SYNERGY GRID & DEVELOPMENT PHILS., INC.**

By:

Paul P. Sagayo, Jr.
President

(NOTARIAL ACKNOWLEDGMENT & CONSULARIZATION)

(Date)

SYNERGY GRID & DEVELOPMENT PHILS., INC.

16/F Tycoon Business Center Bldg. Condominium
Pearl Drive, Pasig City

Attention : Atty. Paul P. Sagayo Jr.
President

Through : Ma. Theresita G. Yulo
Comptroller

Re: : Indemnity Undertaking

Gentlemen:

This refers to the cash dividends due from **SYNERGY GRID & DEVELOPMENT PHILS., INC.** (the “Company”) to [a corporation organized and existing under the laws of _____ and with principal place of business at _____] (the “Stockholder”) in the amount of _____ (PhP _____) pursuant to the declaration of the Board of Directors of the Company in its meeting held on September 27, 2021 (the “Dividends”).

The Stockholder requests the Company to apply a withholding tax rate of fifteen percent (15 %) on the Dividends pursuant to Section 28(B)(5)(b) of the National Internal Revenue Code (the “**Tax Sparring Provision**”), which reduces from 25% to 15% the withholding tax on dividends received by a nonresident foreign corporation on the condition that the country of residence of the Stockholder will allow the latter a credit for taxes deemed to have been paid in the Philippines (but actually waived or spared) equivalent to 15%, representing the difference between the regular income tax rate of 25% and the 15% tax sparing rate¹.

In this connection, it hereby represents and warrants:

- (a) That [*the country of residence of Stockholder*], in accordance with its laws now currently in force, fulfills the foregoing ‘deemed paid tax credit’ condition.
- (b) That it shall comply with Revenue Memorandum Circular No. 80-91 requiring the submission by the Stockholder of documents showing the actual amount credited by the foreign government against the foreign income tax due from the Stockholder in respect of the Dividends. The documents required under RMC 80-91 may only be provided after the payment of the Dividends and the filing of its own income tax return in its country of residence. It is only upon presentation of those documents to the Bureau of Internal Revenue (“**BIR**”) that its entitlement to the tax sparing rate may be determined.

The Stockholder acknowledges that the Company, as withholding agent, is made primarily responsible for the remittance of the correct amount of withholding taxes due on the Dividends. Further, penalties are imposed upon the Company under Philippine law for failure to do so. In view thereof, the Stockholder undertakes:

¹ Based on jurisprudence, the above ‘deemed paid tax credit’ condition is also met if the residence country of the Stockholder fully exempts the Dividends from tax in the residence country. (*Commissioner of Internal Revenue vs. Wander Philippines, Inc.*, 160 SCRA 573)

- (a) 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 filings or payments of, or failure to file or pay, any amounts to the Philippine tax authorities due to or on account of the Dividends;
- (b) in the event of an assessment issued by the BIR for the Company's failure to file or pay the correct amount of tax to the Philippine tax authorities on the basis of the Stockholder's representations stated herein, to be solely liable for, and promptly pay when due, any taxes, fees, charges or other amounts (including interest and penalties) due to any authorities in the Philippines with respect to the Dividends. For this purpose, the Stockholder undertakes to pay to the Company whatever amounts may be required to pay for any shortfall in the amount of tax withheld and remitted. Furthermore, the Stockholder expressly authorizes the Company to pay over to the Philippine tax authorities any amounts that the Company may hold belonging to the Stockholder to settle any deficiency tax liability of the Stockholder arising from the receipt of the Dividends; and
- (c) to submit to the Company proof of compliance with RMC 80-91, including copies of documents provided to the BIR in connection therewith.

The Stockholder accepts the continuity of this indemnity undertaking which shall survive a transfer of shares.

(Name and signature of Stockholder or
authorized representative)

Agreed and accepted on _____ 2021

By: **SYNERGY GRID & DEVELOPMENT PHILS., INC.**

By:

Paul P. Sagayo, Jr.
President

(NOTARIAL ACKNOWLEDGMENT & CONSULARIZATION)

CERTIFICATION

I, , of legal age, Filipino, with office address at
 , being the [position] of [NAME OF BROKER/CUSTODIAN/PDTC PARTICIPANT], a corporation duly organized and existing under Philippine law and duly licensed to
 engage in business as a stockbroker/dealer/trustee, with office address at
 , under oath, do hereby certify that:

The following is the list of the beneficial owners of the [no. of shares in words] [(no. of shares in figures)] shares of **SYNERGY GRID & DEVELOPMENT
 PHILS., INC. (SGP)** held by [NAME OF BROKER/CUSTODIAN/PDTC PARTICIPANT], in its capacity as agent/broker/trustee, as of October 11, 2021, the record date
 for the dividends declared by SGP’s Board of Directors on September 27, 2021:

Seq. No.	Names of Client Beneficial Owners (Last Name, First Name, Middle Name for individuals; Complete Name for non-individuals)	Addresses of Beneficial Owners	TIN	Nationality / Residence/Place of Incorporation	Total Shareholding	Birth date/Registration number and date of registration	Client account code	Broker code

IN WITNESS WHEREOF, this Certification has been signed this day of 2021 in , Philippines.

[Name]
[President/Equivalent Position]

[Name]
[Head of Settlement/Equivalent Position]

SUBSCRIBED AND SWORN to before me, a Notary Public for and in the City of , Philippines, this , by affiants who are personally known to me and whose identities I have confirmed through their respective competent proofs of identity bearing their photograph and signature:

Name of Affiant Passport/Driver's License No. Date and Place of Issue

Doc. No. ;
Page No. ;
Book No. __;
Series of 2021.