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TRANSFER INSTRUCTION LETTER

PLEASE ENCLOSE A CHECK WITH YOUR ORIGINAL CERTIFICATE(S) INCLUDING ANY SHIPPING FEES OR THIS TRANSFER MAY BE REJECTED

Issuer/Stock Name: _____
 Presenter Name: _____
 Address: _____
 Phone: _____
 Email: _____

RUSH transfer (same day turnaround, see applicable fees)

Instructions: Please complete each section within the form and include the following:

1. **Stock certificate(s)**
2. **A check for the applicable fees in Section G**

For Restriction Removals, also include:

1. **144 Seller's representation letter**
2. **Legal opinion (if applicable)**

See FAQ: <http://www.colonialstock.com/removingrestriction.htm>.

For Decedent Owners, see instructions: <http://www.colonialstock.com/shareholder-FAQ.htm>.

Learn about what a transfer agent is: <https://blog.colonialstock.com/what-is-transfer-agent/>

A. Certificates To Be Transferred – *(This section is intended for the use of one shareholder.)*

Current Owner Name (Please <u>print exactly</u> as appears on the certificate or account)	Current Owner SSN/TIN
<input type="checkbox"/> Book Entry?	Certificate Number(s) (N/A if Book Entry)
	Number of Shares/Units
<input type="checkbox"/> Book Entry?	Certificate Number(s) (N/A if Book Entry)
	Number of Shares/Units

B. New Registration – *(Please indicate the new owner information with the appropriate account type. Please attach additional pages as needed.)*
Examples of Account Types: *Tenants in Common, Tenants By the Entireties, Joint Tenants, Custodian of Minor, Transfer on Death ("TOD"), etc.*

The undersigned does hereby sell, assign, and transfer to:

Book Entry?	Owner Name	SSN/TIN	Address of Record	Email	Phone	Number of Shares
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

C. Signature(s) – *(Must be signed by all current registered owners and Medallion Signature Guaranteed in order to transfer stock to another name.)*

The undersigned does (do) hereby irrevocably institute and appoint Colonial Stock Transfer to transfer the stock listed in Section A to the new owners in Section B, as the case may be, on the books of said Company, with full power of substitution in the premises.

Dated _____

Signature

Signature

Printed Name

Printed Name

IMPORTANT – READ CAREFULLY

ALL CERTIFICATES TO BE TRANSFERRED MUST BE INCLUDED WITH THIS STOCK POWER. THE SIGNATURE TO THIS ASSIGNMENT MUST CORRESPOND WITH THE NAME AS WRITTEN UPON THE FACE OF THE CERTIFICATE IN EVERY PARTICULAR WITHOUT ALTERATION OR ENLARGEMENT OR ANY CHANGE WHATSOEVER. THE SIGNATURE OF THE PERSON EXECUTING THIS POWER MUST BE MEDALLION GUARANTEED BY AN ELIGIBLE FINANCIAL INSTITUTION (COMMERCIAL BANK, TRUST COMPANY, SECURITIES BROKER, CREDIT UNION, OR SAVINGS ASSOCIATION) PARTICIPATING IN A MEDALLION SIGNATURE GUARANTEE PROGRAM. ALL EXISTING REGISTERED OWNERS MUST SIGN. PLEASE SIGN THE NAME EXACTLY AS IT APPEARS ON THE CERTIFICATE.

SEE ALSO: <http://www.colonialstock.com/Medallion-Signature-Guarantee.htm>

MEDALLION GUARANTEE

DO NOT SIGN IF THIS FORM IS INCOMPLETE.

D. Substitute W-9 Form – (Must be signed by each new owner to avoid backup withholding on any future payments made to the owner. Please note that this form will not affect this transfer. Please attach additional pages as needed.)

W-9 Certification Under penalties of perjury, I (we) certify that the taxpayer identification number shown above on this form is my correct taxpayer identification number. Unless, otherwise indicated, I (we) certify that I (we) am not subject to backup withholding and I (we) am an U.S. Person (including an U.S. resident alien). **Check the box** if you are subject to backup withholding under the provisions of the Internal Revenue Service code. Check appropriate box: **Individual/Sole proprietor** **Corporation** **Partnership** **Limited liability company**.
Enter the tax classification (D= disregarded entity, C= Corporation, P= Partnership _____ **Exempt payee** **Other** _____

Signature _____ **Signature** _____ **Date** _____

E. Cost Basis Information – As of January 1, 2011, the IRS requires all equity securities and units of investment trusts to maintain and report all cost bases on all transactions. In complying with these regulations, shareholders will need to report their cost basis in this section. We recommend that you consult with your tax advisor concerning the tax implications.

Please note that all transfers will be treated as Gifts if this section is not completed properly, unless we receive documentation that this is a deceased owner transfer. If the cost basis below is not the same for all new shareholders please attach additional pages.

Check the box that applies:

- The cost basis below applies for all new owners
- The cost basis below applies for the following new owner(s): _____

Please choose a transfer type:

- Private Sale: Date of Sale _____ Purchase Price Per Share (US Dollars) _____
- Gift: Date of Gift _____ Fair Market Value Per Share at Date of Gift (US Dollars) _____
- Inheritance: Date of Death _____ Fair Market Value Per Share at Date of Death (US Dollars) _____
- None of the above: (please specify) _____

F. Shipping Instructions- (All courier shipments will be sent via Fed Ex unless an account number has been provided for another carrier, see Section G for applicable fees).

Ship Via _____ **Ship To:** _____

- Fed Ex # _____
 Add Signature (recommended)*
- UPS # _____
 Add Signature (recommended)*

Ship To: (Please attach additional instructions if needed.)

- Check here to ship to Presenter
- Check here to ship to each New Owners' address above
- Check here to ship to address below

Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____

US Mail – I acknowledge that I am responsible for any lost & replacement fees for certificates lost via US Mail.*

Please note: International shipments and shipments valued over \$0,000 must be sent via courier.

Other _____

*Fees of more than 3% of the market value may be incurred on lost certificate replacements. See Also: <http://www.colonialstock.com/lost-certificates.htm>.

Please include an account number above or please include the shipping fees listed in Section G.

G. Fees (\$60 Rejection fee applies for transfers submitted with incomplete or insufficient information or fees)

	Qty	Cost	Total
Certificate or book entry position requested	_____	\$10	_____
Cancellation per certificate (if more than 5 certificates)	_____	\$2	_____
Restriction removal or decedent owner transfer: 1 st certificate	_____	\$10	_____
--Additional certificates (same name)	_____	\$20	_____
Decedent owner transfer legal fee	_____	\$10	_____
Rush fee (same day turnaround)	_____	\$5	_____
FedEx Overnight (Domestic)	_____	\$4	_____
FedEx Saver (Domestic)	_____	\$30	_____
FedEx Require signature (optional)	_____	\$5	_____
FedEx International (call for price)	_____	_____	_____

Total Due
