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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

PRESENTER NAME: _____

SECURITY NAME: _____

ADDRESS: _____

MEDALLION GUARANTEED ENDORSED CERTIFICATE OR STOCK POWER? YES NO

IF THE OWNERSHIP IS CHANGING IN ANY WAY, PLEASE BE SURE TO SEND IN THE ABOVE. FILL IN ALL INFORMATION WHEN SENDING SEPARATE STOCK POWERS.

PHONE: _____

144 LEGEND REMOVALS? YES NO IF YES, PLEASE BE SURE TO INCLUDE THE PROPER 144 PAPERWORK

EMAIL: _____

IS THIS A TRANSFER OF A DECEASED OWNER? YES NO IF YES, SEE SECTION BELOW

INDICATE REGISTRATION TYPE: INDIVIDUAL CORPORATION PARTNERSHIP LIMITED LIABILITY COMPANY
 TENANTS IN COMMON TENANTS BY THE ENTIRETIES JOINT TENTANTS CUSTODIAN FBO

I present these certificates for transfer:

Please transfer into these denominations:

CERTIFICATE #	SHARES/UNITS

NAME & SS/TIN#	ADDRESS	SHARES

SHIP VIA:

- FED EX # _____
- UPS # _____
- US MAIL (no charge)
- OTHER _____

*PLEASE INCLUDE AN ACCOUNT NUMBER ABOVE OR REFER TO THE BELOW SHIPPING FEES

SHIP TO: CHECK HERE IF SAME AS PRESENTER ADDRESS ABOVE

ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:		
COUNTRY:		
EMAIL:		

TRANSFER OF DECEASED OWNER

PLEASE ENCLOSE THE FOLLOWING:

- STOCK POWER (MEDALLION GUARANTEED)
- AFFIDAVIT OF DOMICILE (NOTARIZED)
- APPOINTMENT OF EXECUTOR (CERTIFIED COPY)
- DEATH CERTIFICATE (CERTIFIED COPY)
- SMALL ESTATE AFFIDAVIT (REQUIRED IF ESTATE IS NOT PROBATED)

 SIGNATURE(S) OF PRESENTER(S)

 DATE

Transfer fees:

- \$25.00 Issue per certificate
- 2.00 Cancellation per certificate
- 20.00 Additional legend removal (in the same name)
- 25.00 Rejection fee for transfers submitted with incomplete or insufficient information or fees
- 50.00 Rush fee
- 60.00 Legal Fee for Transfer of Deceased Owner
- 60.00 Restricted legend removal for 1st certificate, *min*

Shipping fees:

- \$ 25.00 FedEx Overnight (Domestic)
- \$ 15.00 FedEx Saver (Domestic)
- \$ N/C US Mail

*Call for International fees
 **Note: For certificates lost via US Mail, replacement fees up to 3% of the market value may be incurred.

AMOUNT ENCLOSED (\$):

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