

STANDARD TRANSFER CHECKLIST

We make transfers as simple as possible. Use our easy checklist below to verify you're sending in everything necessary:

1. Original Stock Certificate(s) (if applicable)
2. **Letter of Instructions & Stock Power Form** or endorse the back of certificate with a Medallion Signature Guarantee (only if changing registration or DWAC DEPOSITS)
3. Transfer fees
4. Send complete package to: transferagent@oldemonmouth.com or mail to:

Olde Monmouth Stock Transfer

200 Memorial Parkway

Atlantic Highlands, NJ 07716

Note: A unique reference number is assigned for each transfer and issuance request we receive. To expedite processing, please reference your reference number on any subsequent documents you send to us. We may request additional documents that may be required depending on the transfer.

ENDORISING YOUR SHARES

If you want to transfer your stock, you have two choices to endorse it:

Stock Power

- You can sign one Medallion Guaranteed stock power to represent *all* the certificates in your name that you wish to transfer.
- Typically, if you are submitting your stock through a broker dealer, they will prefer you use a stock power. Please ask your broker if you are unsure.

Back of Certificate

- You must sign the back of each certificate you want transferred and have each one Medallion Guaranteed *if* you are not providing a Medallion Stamped Stock Power to cover all the certificates.

WRITTEN INSTRUCTIONS

All instructions to transfer and deliver your stock must be in writing. We do not accept verbal instructions for transfers and delivery as an additional means to protect your stock.

Check the chart below to see if an original is needed or if a copy is acceptable:

Original Required	Copy Acceptable
Stock Certificate	Instruction Letter
Stock Power	Representation Letters
Surety Bond	Legal Opinion
Affidavit of Loss	

PROCESSING TIMES

Our priority is processing your transfer as soon as possible.

- For routine items submitted with all necessary and proper documentation (including transfer fees), we will turn your item between 1-3 business days.
- For legend removals or other non-routine items with all necessary and proper documentation (including transfer fees), we generally turn your item within 1-5 business days.
- We offer RUSH processing where your request will be reassigned to our rush queue in the order received above the standard queue, for an additional fee. This will take effect from the moment that ALL necessary and PROPER documentation is received (including rush & transfer fees).

IDENTIFICATION NUMBERS

- IDs allow us to securely identify you if you call to confirm confidential information about your stock ownership and transfers.

- IDs for US shareholders are required in the event that a cash dividend is paid to you. If we do not have your ID on file, we must withhold your dividend check.
- IDs help us to conform to OFAC and Patriot ACT requirements.
- IDs prevent the ambiguity of stock ownership.

WE REQUIRE THE FOLLOWING:

Shareholder	Identification Number
US Residents	Social Security Number
US Companies	Tax Identification Number
Canadian Residents	Social Insurance Number
Canadian Companies	Business Identification Number
Foreign Residents	Passport, Driver's License, or Equivalent ID Number
Foreign Companies	No ID Required*

Note: In the case of companies outside the US and Canada, ID's are not required. However, additional documentation may be required to confirm the identity of a caller, the validity and existence of the company, or maintain OFAC and Patriot Act compliance.

TRANSFER FEES

Need help calculating your transfer fee? Please [e-mail us](#) and provide the following:

- The number of certificates you are sending in for transfer
- The number of certificates you want back
- Whether the original certificates are restricted or free trading
- Whether the new certificates will be restricted or free trading
- Whether you want rush or standard processing