

TRANSFER INSTRUCTION LETTER

Date: _____

To: American Registrar & Transfer Co.
1234 W South Jordan Pkwy, Unit B3
South Jordan, UT 84095

I am attaching herewith the following certificate(s) with Medallion guaranteed endorsement(s)-if changing registration:

Name of Issuer (company name): _____

Certificate number(s) (list all): _____

Total number of shares: _____

Current registration(s): _____

Transfer the shares as follows. If needed, list additional transferees separately (**all information is required**):

Name:

Address:

Number of shares:

TIN (either SSN or EIN):

Cost basis (select one):

a) Sale: Y N – if yes

Acquisition date: _____

Cost per share: _____

b) Gift: Y N

c) Estate inheritance: Y N

Name:

Address:

Number of shares:

TIN (either SSN or EIN):

Cost basis (select one):

a) Sale: Y N – if yes

Acquisition date: _____

Cost per share: _____

b) Gift: Y N

c) Estate inheritance: Y N

Name:

Address:

Number of shares:

TIN (either SSN or EIN):

Cost basis (select one):

a) Sale: Y N – if yes

Acquisition date: _____

Cost per share: _____

b) Gift: Y N

c) Estate inheritance: Y N

DELIVERY INSTRUCTIONS:

Please deliver the new certs to: _____

Via:

First Class Mail: FedEx: (provide account No., pre-paid waybill or pay to ship on ARTCO's account-contact for quote)

UPS: (requires prepaid waybill) DHL: (requires prepaid waybill)

If requesting a legend removal please attach documentation establishing your exemption. Also include a check for the fee or provide an email address if you wish to pay via credit card. There is a fee of \$55 per new cert issued. If restricted and changing registration or removing restriction an additional \$100 fee applies (per registration). There is a \$15 cancellation fee per cert we cancel. If you want to ship on our FedEx account please contact us for a quote and send any inquiries to: patrick@americanregistrar.net.

Sign and print name

Phone

Email

Address