



Transfer Requirements

Office in the Park
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To transfer shares from an individual:

- The original stock certificate(s)
- Signature guaranteed stock power
- Letter of instruction including the following information:
 - Name of new shareholder(s) as it should appear on the new stock certificate(s)
 - Address for the new shareholder
 - Tax ID # for all US holders. For Non-US holders, a copy of a government issued ID
 - Number of shares being transferred
 - Cost Basis (price per share) or fair market value – Please note cost basis cannot be \$0.00 if the shares trade.
 - Delivery address for the new certificate(s)
 - FedEx or UPS account number for return delivery
- Applicable transfer fees

To transfer shares from a corporation:

- The original stock certificate(s)
- Signature guaranteed stock power
- Corporate Resolution that states that the individual that signed the stock power is authorized to sell and transfer securities on behalf of that Company..
- Letter of instruction including the following information:
 - Name of new shareholder(s) as it should appear on the new stock certificate(s)
 - Address for the new shareholder
 - Tax ID # for all US holders. For Non-US holders, a copy of a government issued ID
 - Number of shares being transferred
 - Cost Basis (price per share) or fair market value – Please note cost basis cannot be \$0.00 if the shares trade.
 - Delivery address for the new certificate(s)
 - FedEx or UPS account number for return delivery
- Applicable transfer fees

Denomination change only:

- The original stock certificate(s)
- Letter of instruction including the following information:
 - Instructions for the breakdown of shares
 - Delivery address for the new certificate(s)
 - FedEx or UPS account number for return delivery
- Applicable transfer fees