

# ODYSSEY TRANSFER US INC. STOCK POWER FORM

## CURRENT SHAREHOLDER ACCOUNT INFORMATION

Company Name (Issuer of the shares to be transferred):

Account Number:

SSN or EIN:

Account Name/Registration:

  

Number of Shares to Transfer (whole shares only):

Certificate Shares:	<input type="text"/>
Direct Registration Shares:	<input type="text"/>

*If transferring one or more certificates, the original certificate(s) must accompany this request.*

Cost Basis Details:

<input type="checkbox"/> Inheritance: Date of death: _____ Cost per share: \$ _____
<input type="checkbox"/> Private sale: Date of sale: _____ Fair market value per share: \$ _____
<input type="checkbox"/> Gift

Authorized Signature(s):

The undersigned does (do) hereby irrevocably constitute and appoint Odyssey Transfer US Inc. as attorney to transfer the said stock on the books of said Company, with full power of substitution in the premises. The signature(s) below on this stock power form must correspond exactly with the name(s) as shown upon the face of the stock certificate or account statement for direct registration/book-entry shares, without alteration or enlargement or any change whatever. The below must be signed by all current registered holders, or a legally authorized representative with an indication of his or her capacity next to the signature. NOTE: Signature(s) must be stamped with a Medallion Signature Guarantee by a qualified financial institution, such as a commercial bank, savings bank, savings and loan, US stockbroker and security dealer, or credit union, that is participating in an approved Medallion Signature Guarantee Program (A NOTARY SEAL IS NOT ACCEPTABLE).

SIGNATURE(S) OF ALL REGISTERED SHAREHOLDERS OR LEGAL REPRESENTATIVE(S):	GUARANTOR TO AFFIX THE MEDALLION SIGNATURE GUARANTEE STAMP BELOW:
<hr/> <p>Signature with capacity, if applicable</p>	
<hr/> <p>Signature with capacity, if applicable</p>	
<hr/> <p>Date</p>	

## NEW SHAREHOLDER ACCOUNT INFORMATION

**New Shareholder Account Type (choose one):**

<input type="checkbox"/> Individual	<input type="checkbox"/> Joint tenancy	<input type="checkbox"/> Estate	<input type="checkbox"/> Trust
<input type="checkbox"/> Tenants in common	<input type="checkbox"/> Tenants by entirety	<input type="checkbox"/> Transfer on death (TOD)	<input type="checkbox"/> Corporation
<input type="checkbox"/> Nominee	<input type="checkbox"/> Partnership	<input type="checkbox"/> Custodian for a minor	<input type="checkbox"/> Other

**New Shareholder Account Name (First, MI, Last, or entity/estate/trust name):**

*If transferring shares to more than one new shareholder, please attach a separate page for each new shareholder.*


**Mailing Address:**

Address:		
City:	State:	Zip/Postal Code:
Country:		

**Social Security Number (SSN) or Employer Identification Number (EIN)**

(Choose one and provide the 9-digit number):  SSN  EIN \_\_\_\_\_

**Substitute Form W-9 (REV 10/2018) – to be completed for the new shareholder account above**

Certification: Under penalties of perjury, I certify that: 1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3) I am a U.S. citizen or other U.S. person (defined in the instructions). 4) The FATCA code entered on this form (if any) indicating that the payee is exempt from FATCA reporting is correct. (This does not apply to accounts located in the U.S.)

Exempt Payee Code (if any): \_\_\_\_\_ (Codes are available with the official IRS Form W-9 available at [www.irs.gov](http://www.irs.gov))

Exemption from FATCA Reporting Code (if any): NOT APPLICABLE (codes are available with the official IRS Form W-9 available at [www.irs.gov](http://www.irs.gov))

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you failed to report all interest and dividends on your tax return.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTICE TO NON-U.S. PERSONS (e.g. nonresident aliens individuals, foreign corporations, foreign partnerships or foreign trusts): DO NOT COMPLETE THE ABOVE SUBSTITUTE FORM W-9. NON-U.S. PERSONS MUST PROPERLY AND TIMELY COMPLETE AND RETURN THE APPLICABLE FORM W-8, (AVAILABLE AT [www.irs.gov](http://www.irs.gov)) AND RETURN THAT CERTIFICATION OF FOREIGN TAX STATUS. FAILURE TO DO SO COULD SUBJECT YOU TO EITHER U.S. FEDERAL BACKUP WITHHOLDING TAX AT THE APPLICABLE RATE OR FATCA/NRA WITHHOLDING OF 30%, AS APPLICABLE, OF THE REPORTABLE/WITHHOLDABLE AMOUNT.

**If shares are being transferred to a non-U.S. shareholder, the shareholder should complete the applicable IRS Form W-8. The form(s) may be found online at [irs.gov](http://irs.gov).**

## INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS

Completed stock power forms, any accompanying documentation and stock certificates, if applicable, should be sent to the address below. If you are sending stock certificates, it is recommended to insure the package for 4% of the current market value.

**Odyssey Transfer US Inc.  
2155 Woodlane Drive, Suite 100  
Woodbury, MN 55125**

### **Where can I find the account number for my account?**

Your account number can be found in the upper right corner of your account statement.

### **Should I sign the stock certificates?**

It is not necessary or recommended to sign or endorse stock certificates before sending them to us.

### **I am unable to locate my stock certificates. What should I do?**

Please contact us online at [odysseytrust.com/us/contact-us](https://odysseytrust.com/us/contact-us) and choose 'HOW CAN WE HELP?'. Follow the steps to submit an inquiry to our communications team. Please do not send confidential information through this online channel. You may also contact us by phone at 612-482-5100.

### **Do you require the original stock power form?**

Yes. The original stock power form with medallion signature guarantee and any original stock certificates must be submitted in order for us to process the transfer request.

### **Are there limits on the value of shares that can be transferred?**

Generally, no. However, if the total value of the shares being transferred exceeds \$14 million, additional documentation may be required. Please contact us for more information if your transaction exceeds that amount.

### **How do I obtain a Medallion Signature Guarantee if I am outside of the U.S.?**

If you are unable to obtain a Medallion Signature Guarantee from an eligible institution, a Signature Guarantee must be obtained from a local bank or financial institution with a New York bank correspondent relationship.

### **Are there any special requirements for transferring shares of a deceased shareholder?**

Generally, shares registered in the name of a deceased shareholder may be transferred by the surviving joint owner, a beneficiary, or legal representative by completing a stock power form.

### **How do I remove the custodian on my account if I am now over the age of majority?**

Individuals who have reached the age of majority may transfer the shares directly into their name by completing the stock power form with Medallion Signature Guarantee.

### How do I change the name on my account following my legal name change?

To transfer shares into your new legal name, complete the stock power form by signing as the current shareholder (in your old name) and complete the new shareholder account information using your new name. This transaction requires a Medallion Signature Guarantee on the stock power form.

### Will I be notified when the transfer is completed?

Yes. Upon completion of the transfer, Odyssey will mail account statements reflecting the applicable transactions to both the original shareholder account and the new shareholder account.

### Account Type Guide:

<b>Individual</b>	Ownership in the name of an individual person in the form of a given name, middle initial and last name only.
<b>Joint tenancy</b>	Shared ownership of property where each owner has an undivided interest in the property and a right of survivorship
<b>Tenants in common</b>	Shared ownership of property with no right of survivorship
<b>Tenants by the entirety</b>	Shared ownership of property recognized in most states, available only to married couples
<b>Transfer on death</b>	Ownership which enables a security owner, while retaining all normal rights of ownership during his/her lifetime, to designate an individual or other entity that will automatically become the security owner on the death of the current owner
<b>Estate</b>	Ownership on behalf of a deceased person with a will which generally list the personal representative or executor of the estate
<b>Trust</b>	In a trust, a party known as a trustor gives another party, the trustee, the right to hold title to and manage property or assets for the benefit of a third party, the beneficiary
<b>Nominee</b>	A person or company who has been entrusted with the safekeeping of investors' securities or property
<b>Corporation</b>	A legal entity that is separate from its owners with the power to conduct business and to own property, assets and liabilities
<b>Partnership</b>	A legal arrangement that allows two or more people to share responsibility for a business
<b>Custodian for a minor</b>	A legal arrangement in which an adult custodian holds property on behalf of a minor for that child's benefit