

**CERTIFICATE WITHDRAWAL  
REQUEST FORM**



**CERTIFICATE WITHDRAWAL FROM DIRECT REGISTRATION**

**Company Name (Issuer of the shares held in the account):**

**Account Number:**

**Current Account Name/Registration:**

**Number of shares to withdraw to certificate(s):**

**Delivery address for the certificate(s):**

**SIGNATURE(S) OF ALL REGISTERED SHAREHOLDERS OR LEGAL REPRESENTATIVE(S):**

Signature	Capacity
Signature	Capacity
Date	

**INSTRUCTIONS**

To withdraw certificates registered in your name from a Direct Registration System (DRS) account, complete the information above and return to the office address or send a copy by email to:

**Odyssey Transfer and Trust Company  
2155 Woodlane Drive, Suite 100  
Woodbury, MN 55125**

**Email: OTUSTRANSACTIONS@ODYSSEYTRUST.COM (Only if paying by credit card or debit card)**

## PAYMENT

Complete the following information regarding fees, payment and delivery of stock certificates.

Certificate issuance fee: **\$85.00** per certificate

Delivery via First Class Mail: **No charge**

Delivery via UPS Ground to a US address: **\$35.00** per package (Optional)

Calculate the total payment required:

<b>Certificate Issuance Fee:</b>	\$85.00 per certificate
<b>Shipping:</b>	<input type="checkbox"/> First Class Mail \$0.00 <input type="checkbox"/> UPS Ground \$35.00 (optional)
<b>Total:</b>	
<b>Payment Option:</b>	<input type="checkbox"/> Credit or Debit Card <input type="checkbox"/> Check Enclosed

If you choose payment by credit card or debit card, provide a valid email address below. You will be sent an invoice by email with a link to our secure online payment site. Upon receipt of valid payment, we will process the certificate request. Credit card payments are subject to a processing surcharge.

Email address for invoice:

Payment by check must be payable to **Odyssey Transfer and Trust Company**. Mail this completed form and check to the address on the previous page.

*Certificate requests will be processed within 5 business days following receipt of the completed request form and confirmed payment. Certificates can only be requested if the issuer offers stock certificates to its shareholders.*

*If you wish to request a certificate in the name of someone other than the current shareholder, you must first transfer shares to the new shareholder. Visit [odysseytrust.com/us/us-faq](http://odysseytrust.com/us/us-faq) for information or select **Contact Us** in the top right corner of the web page.*