

## LETTER OF AUTHORIZATION DIRECT REGISTRATION SYSTEM (DRS) REQUEST FORM

INSTRUCTIONS: Complete and return this form with your certificate(s), if applicable, to request and authorize West Coast Stock Transfer, Inc. ("WCST") to convert your holdings from or to DRS. This form may only be used for non-restricted securities that are eligible for DRS service. This form is not used for transferring registration or ownership of your securities.

### SECTION 1: SHAREHOLDER INFORMATION

<input type="text"/>		<input type="text"/>
(SHAREHOLDER NAME – AS IT APPEARS ON CERTIFICATE OR STATEMENT)		(SHAREHOLDER ACCT NUMBER)
<input type="text"/>	<input type="text"/>	
(PHONE)		
<input type="text"/>		
(EMAIL)	(ADDRESS)	

### SECTION 2: DESCRIPTION OF SECURITY (ISSUE) TO CONVERT

<input type="text"/>	<input type="text"/>	<input type="text"/>
(ISSUER NAME)	(CUSIP #)	(NO. OF SHARES)

### SECTION 3: REQUESTED ACTION (CHECK APPROPRIATE ACTION)

- ☐ (a) Convert the enclosed certificate(s) into DRS. ☐ (c) Convert DRS shares into a physical certificate.  
☐ (b) Convert existing Book-Entry shares into DRS.

*For selections (a) or (b) above, provide the following information about the recipient brokerage account.*

<input type="text"/>	<input type="text"/>
(BROKER-DEALER NAME)	(BROKER-DEALER DTC NUMBER – 4 DIGIT)
<input type="text"/>	<input type="text"/>
(BROKER-DEALER CONTACT NAME & NUMBER)	(ACCOUNT NUMBER WITH BROKER-DEALER)

\*\*\*CONVERSION FEES MAY APPLY\*\*\*

### SECTION 4: AUTHORIZATION

Each registered owner of the account noted in Section 1 must sign their name exactly as it appears on the account, or the authorized person(s) must sign in his/her legal capacity for the entity noted in Section 1. If the Shareholder is an entity, we require a copy of the most recent corporate resolution or similar authorization document identifying the authorized signatories for the entity to accompany this form.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

JOINT HOLDER SIGNATURE:  
(if applicable) \_\_\_\_\_

WCST must have your SSN/TAX ID on file prior processing DRS requests. Please ensure that you have certified your SSN/TAX ID online or provided WCST with a W9 or W8 for non-US citizens.

### WHAT HAPPENS NEXT?

WCST will mail a BOOK-ENTRY CONFIRMATION/ADVICE ("Advice") to your address of record. Alternatively, you may obtain a Book Entry Statement ("Statement") online when logging into your account once the conversion has been completed. You will need to provide the Advice or Statement to your broker in order for them to transfer the DRS shares into your brokerage account. Please ensure any fees associated with converting shares into DRS are paid prior to initiating the deposit with your broker.