

# STOCK TRANSFER REQUEST FORM

## Direct Registration System (DRS)



**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: CURRENT HOLDER REGISTRATION

|                               |           |                         |                  |
|-------------------------------|-----------|-------------------------|------------------|
|                               |           |                         |                  |
| (a) Account Registration Name |           | (b) WCST Account Number |                  |
|                               |           |                         |                  |
| (c) Address Line 1            |           |                         |                  |
|                               |           |                         |                  |
| (d) Address Line 2            |           |                         |                  |
|                               |           |                         |                  |
| (e) City                      | (f) State | (g) ZIP                 | (h) Country      |
|                               |           |                         |                  |
| (i) Tax Identification Number |           | (j) Email               | (k) Phone Number |

### SECTION 2: SECURITIES PRESENTED FOR TRANSFER

|   |  |  |  |
|---|--|--|--|
|   |  |  |  |
| (i) Company/Issuer Name                                     |  | (ii) Issue Type (Common, Preferred, etc.)          |  |
|   |  |  |  |
| (a) Total Certificate Shares                                | (d) List Certificate Number(s)<br>The original certificate(s) must be presented with the transfer request  | (x) Certificate Shares to Transfer                 |  |
|   |  |  |  |
| (b) Total Book-Entry Shares                                 |  | (y) Book-Entry Shares to Transfer                  |  |
|   |  |  |  |
| (c) Total Shares presented with this Request<br>(a + b = c) | (-) [ ] (-) [ ] (=) [ ]  | (z) <b>Total Shares to Transfer</b><br>(x + y = z) |  |
|   | [If applicable] (e) Certificate balance shares to remain in Transferor's name.<br>Return as: <input type="checkbox"/> New Certificate OR <input type="checkbox"/> Book-Entry (Default) |  |  |

### SECTION 3: BROKERAGE ACCOUNT INFORMATION

|   |  |                                   |  |
|---|--|-----------------------------------|--|
|   |  |                                   |  |
| (a) Brokerage Firm Name   |  | (b) Brokerage Firm DTC Number     |  |
|   |  |                                   |  |
| (c) Account Name/Registration at Brokerage Firm   |  | (d) Account No. at Brokerage Firm |  |
|   |  |                                   |  |
| (e) Brokerage Firm Contact Name   |  | (f) Brokerage Firm Contact Number |  |
| <input type="checkbox"/> (g) Check this box to authorize West Coast Stock Transfer Inc. to communicate and provide account information to representatives from the Brokerage Firm listed in this section. |  |                                   |  |

**▶ SECTION 4: AUTHORIZED SIGNATURE(S)**

All current owners or authorized individuals must sign. The undersigned hereby irrevocably constitutes and appoints West Coast Stock Transfer Inc. attorney to transfer said securities on the books of said Company with full power of substitution in the premises.

|                  |                      |                      |                     |                      |                      |
|------------------|----------------------|----------------------|---------------------|----------------------|----------------------|
| <b>OWNER (1)</b> | <b>Signature:</b>    | <input type="text"/> | <b>CO-OWNER (2)</b> | <b>Signature:</b>    | <input type="text"/> |
|                  | <b>Print Name:</b>   | <input type="text"/> |                     | <b>Print Name:</b>   | <input type="text"/> |
|                  | <b>Capacity (3):</b> | <input type="text"/> |                     | <b>Capacity (3):</b> | <input type="text"/> |
|                  | <b>Date:</b>         | <input type="text"/> |                     | <b>Date:</b>         | <input type="text"/> |

- (1) Owner includes primary account owner, trustee, custodian, executor, authorized individual, or officer.
- (2) [if applicable] Co-owner includes secondary account owner, joint tenant, co-trustee, co-custodian, additional authorized individual, or officer
- (3) The capacity indicates what authority or control the signor has on the account. For an individual signing on behalf of their own individual account, the capacity would be "Owner." The signer for a corporate account registration would indicate their capacity as an officer such as "President" or "Secretary."

**Additional documents that may be needed:**

- Physical Stock Certificate(s) (if applicable)
- IRS W9 or other applicable certification form
- Government-issued identification card
- Corporate Resolution
- LLC Certification
- Operating Agreement
- Trust Agreement
- Payment

**Mail, Fax, Email form(s) to:**

West Coast Stock Transfer, Inc.  
 721 N. Vulcan Ave. Ste. 106  
 Encinitas, CA 92024-2191

**WCST Contact Information**

Phone: (619) 664-4780 option 1  
 Fax: 760-452-4423  
 Email: cs@wcsti.com



**Additional help and tips for completing this form may be found by searching "DRS" at <https://intercom.help/wcsti/en/>**



**▶ WHAT HAPPENS NEXT?**

WCST will email a BOOK-ENTRY CONFIRMATION/ADVICE ("Advice") to the email on 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.