

# Presidents Stock Transfer

## What information is required to issue stock to an investor?

### 1. Full name of shareholder

First name initials are not acceptable to prevent ambiguity of stock ownership. (for example, stock registered to J. Smith could belong to John or Jane Smith.)

### 2. Mailing Address

We must maintain an accurate database of mailing addresses for all shareholders. We will ONLY contact shareholders at the request of the issuer for purposes relating to their stock (i.e. Proxy Solicitation, General Notice to Shareholders, Dividend Payment, etc)

### 3. Unique Government-Issued Identification Number

- a. Located in U.S.: Social Security or Tax ID
- b. Located in Canada: Social Identification Numbers or Business ID Number
- c. Located outside the US and Canada: Passport Number or other Government Issued Identification

A valid ID is required for all investors for the security of the shareholder, issuer and transfer agent.

OFAC Compliance: We are required to scan our shareholder database against the most recent OFAC list on a daily basis. If a potential “match” is found, we use the ID to determine if the hit is a positive match.

Identity Protection: If a shareholder submits an inquiry to us, the last four digits of the ID can be used to positively identify the shareholder before relinquishing personal information to that person.

Dividend Requirement: If an issuer determines to issue a cash dividend to shareholders, regulations mandate that we withhold the dividend of any investors who do not have a certified tax ID on file with us.

Fraud-Prevention: Requiring an ID insures that stock is not being issued to non-human entity.

All shareholder information is retained and managed in our secure database system. Personal information is kept confidential, and is not shared or made available to anyone outside of Presidents Stock Transfer.

## Presidents Stock Transfer

### **Guidelines to Transfer Stock of Deceased Shareholder:**

From our website, please download the Waiver of Probate form and an Affidavit of Domicile, which needs to be completed and forwarded to our office. The Waiver of Probate form will allow Presidents Stock Transfer to accept your instructions on transferring the decedent's stock certificate. Please have this form "Medallion Guaranteed", which is a verification of your signature and can be done at your bank. We recommend bringing your driver's license of passport to your bank and signing the form as it is being witnessed by the bank office performing the guarantee. Along with this completed form, please also forward to us the following:

- The Stock Certificate
- Copy of the death certificate.
- Letter of instruction as to how you wish the certificate to be transferred. We will need the name, address and social security number (or tax ID #) of the party(ies) the new certificate to be sent, one prepared.
- Fee Payment (please contact our office or website for fee's schedule)
- A prepaid waybill for FedEx/DHL/UPS or an additional \$60 to courier your new certificate(s) to you.

Please feel free to contact our office should you have any additional questions (604.876.5526 or [sroberts@presidentstocktransfer.com](mailto:sroberts@presidentstocktransfer.com)) Presidents mailing address is as follows

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