

Securities Transfer Guidelines

Introduction

The Securities Transfer Guidelines (“Guidelines”) of the Securities Transfer Association of Canada (“STAC”) were developed by the STAC Operations Committee and issued with the approval of the STAC Board of Directors. The Guidelines reflect common industry practice. However, the practice of individual transfer agents may vary from the Guidelines.

Only the most basic transfer requirements are summarized in these Guidelines. For more specialized transfers and the documentation required, transfer agents follow established industry guidelines contained in:

- Institute of Canadian Bankers, Corporate Trust Program, (Section 4; Registration and Transfer of Securities) and
- STA Guidelines at <http://www.stai.org/pdfs/sta-guidelines-book-18660-update-09-07-17.pdf>

Overview

Transfers are requests to cancel securities registered in a particular name and to re-issue them in a new name. Transfer Agents deal only with the transfer of registered ownership. Brokers, Investment Dealers and other intermediaries are responsible for maintaining records of beneficial ownership (non-registered security holders).

The most important aspect when presented with a transfer is to establish the transferability of the securities presented.

These Guidelines deal with Transfer Agent policies and practices to establish transferability as well as the processes involved.

Source of transfers

Transfers come in over the counter, by mail and by courier from security holders, lawyers, brokers, investment dealers, financial institutions, issuer clients and members of the public.

They also come in from brokers, investment dealers and financial institutions through Depositories:

- Canadian Depository for Securities (CDS) in Canada and
- Depository Trust Company (DTC) in the USA

Establishing transferability

In order for the transfer of registered securities to take place, the securities must be in good order for transfer. Generally, this means that the registered owner must have signed an Irrevocable Power of Attorney Securities Transfer Form (“Securities Transfer Form”) either on the back of the certificate or on a separate form attached to the certificate or DRS (Direct Registration Advice), and the signature must be “Medallion Guaranteed” by a North American bank, broker, investment dealer or other institution under an acceptable STAMP, SEMP, or MSP Medallion Signature Guarantee program, OR a “Signature Guaranteed,” Signature and Authority to Sign Guaranteed” or “Endorsement Guaranteed” by one of the 3 participating Canadian Schedule I banks (see page 4). Additional documentation may be required if the securities are registered to a corporation, estate, trust or an entity other than an individual

Usual transfer documentation may not be required as a result of recent Industry programs. Specifically:

CDSX Deposit Guarantee, effective October 1, 2004 and
Paperless Legal Transfer Processing (Paperless Legals) effective October 3, 2005

These programs and their impact on transfer requirements are covered in detail on pages 8 to 10.

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Types of transactions that do not require transfer documents

- Exchanges upon a corporate or capital reorganization that result in a consolidation or stock split and/or issuer name change where the new certificates are to remain in the same name as the certificates sent in for exchange
- Issued in error – Certificates presented for correction:
 - where the transfer agent has made an error, are corrected by the transfer agent by reference to the original documentation.
 - where the error is in the registration instructions provided by the presenter*, must be submitted along with a request for correction by the original presenter and within **60** days of the original certificate issue date(s); an issued in error indemnity or issued in error guarantee is required. Where the correction is requested more than 60 days from the issue date, it is escalated to management for a decision.

The value of the issued in error certificate(s) and any record dates since the original issue date are additional considerations to be taken into account and may affect the transfer agent's ability to correct the mistake.

* Where the presenter is an individual, corrections will be assessed on a case-by-case basis. Obvious typographical errors may be accepted with management approval. In other situations, a Medallion guarantee should be obtained or it may be necessary to provide a surety bond or other form of indemnity. Management will assess the quality of indemnity required in the circumstance.

- CDSX deposit transactions because of the CDSX Deposit Guarantee as described in the CDSX section on page 10.
- CDSX withdrawal transactions because, in that situation, a physical certificate is not presented. Instead, the participant submits a withdrawal request through the CDSX system. This provides the necessary authorization to the transfer agent to permit the withdrawal and issue of the certificate(s) requested.

Items checked to establish transferability

1. That the registered holder (or authorized representative) has signed on the signature line on the Securities Transfer Form either on the back of the certificate or on a separate form.
 - The signature(s) must be original (faxes and photocopies are not acceptable)
 - A date and witness' signature are not required.
2. That the "appoints" line on in the power of attorney section of the Securities Transfer Form either on the back of the certificate or on a separate form is blank or filled in with "Transfer Agent's or Issuers Name".
3. That a valid Signature Guarantee stamp has been affixed to Securities Transfer Form.
4. That there are no current Restrictive Legends.
5. That there are no stop transfers/adverse claims against the security.
6. That any specialized documentation required for the transfer (e.g. Removal of Legend form(s), Declaration of Beneficial Ownership, etc.) have been provided.
7. That the form of registration requested is an industry accepted one (see STA Guidelines), <http://www.stai.org/pdfs/sta-guidelines-book-18660-update-09-07-17.pdf>
8. And a complete, single address for the transferee has been provided.

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Signature Guarantee stamps

Until further notice, the participating major Canadian Schedule I banks listed on page 4 have been exempted by STAC from having to participate in the Medallion Guarantee Program as long as the bank in question provides updated Authorized Signatory books (or other evidence) of the signing officers, including sample signatures.

When guaranteeing signatures, the participating Canadian Schedule I banks (page 4) use either of the following guarantee stamps*, both accepted by transfer agents:

<p>Signature Guaranteed <i>(French version: Signature Garantie)</i></p> <hr style="width: 80%; margin: 10px auto;"/> <p>Authorized signature</p> <hr style="width: 80%; margin: 10px auto;"/> <p>XXXX (name of Schedule I bank)</p>	<p>Endorsement Guaranteed <i>(French version: Endossement Garanti)</i></p> <hr style="width: 80%; margin: 10px auto;"/> <p>Authorized signature</p> <hr style="width: 80%; margin: 10px auto;"/> <p>XXXX (name of Schedule I bank)</p>
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*Processors will also accept Signature of Transferor Guaranteed

By statute or industry practice, the legal effect of a signature or endorsement guarantee is as follows:

<p>Signature Guarantee warrants that at the time of signing:</p> <ul style="list-style-type: none"> • The signature was genuine; • The signer was an appropriate person to endorse; and • The signer had legal capacity to sign 	<p>Endorsement Guarantee warrants that at the time of signing:</p> <ul style="list-style-type: none"> • The signature was genuine; • The signer was an appropriate person to endorse; • The signer had legal capacity to sign; and • The rightfulness of the transfer
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A handwritten form of guarantee which contains the required wording and information is acceptable if signed by a bank officer of whose authority the transfer agent has evidence on file.

Transfer Agents do NOT accept Signature Guarantee or Endorsement Guarantee stamps that:

- Do not contain the **exact** wording above
- Bear French wording of “Certification de Signature” or “Signature Authentifiée par”. These wordings are not acceptable alternatives to a “Signature Garantie” stamp as the definition of “certification” and “authentication” are not equivalents to “guarantee”.
- Are affixed by foreign institutions including banks. These signatures must be over-guaranteed by an acceptable Medallion guarantee from a North American bank, broker, investment dealer or other institution, or acceptable major Canadian Schedule I chartered bank before the Transfer Agent will process the transfer. Most foreign banks have a Canadian or American affiliate or correspondent that will provide the over-guarantee based on the foreign bank initial guarantee of the signature.
 - There are a number of Medallion Guarantors who offer the medallion service for a fee including for holders outside of North America.
 - The following link can be used to access the Medallion Signature Guarantee Website to locate Guarantors

<http://www.msglookup.com/index.html>

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Signature & Authority to Sign Guarantee stamp

This guarantee is accepted by transfer agents from the 3 major Canadian Schedule I banks listed below. It is provided in cases where the Bank is prepared to give additional guarantee to the transfer agent when legal documentation, specifically a Corporate or Board resolution, is not readily available. The Signature & Authority to Sign Guarantee stamp warrants that, at the time of signing:

- the signature was genuine;
- the signer was an appropriate person to endorse; and
- the signer had legal capacity to sign.

If the Signature & Authority to Sign Guarantee stamp has been affixed to the Securities Transfer Form, no additional Medallion or Signature Guarantee is required.

<p style="text-align: center;">Signature & Authority to Sign Guarantee (<i>French version: Signature et autorisation de signer garanties</i>)</p> <hr/> <p style="text-align: center;"><i>Authorized signature</i></p> <hr/> <p style="text-align: center;">XXXX (name of Schedule I bank)</p>

Verification of signature on Guarantee stamp

When presented with a bank Signature Guarantee, Endorsement Guarantee or Signature and Authority to Sign Guarantee, from one of the 3 participating banks, the Transfer agent must ensure the signature is that of an Authorized Signing Officer.

- The transfer agent will verify the Bank Officers name (guarantor) and signature in the Authorized signature book from the bank in question:

If the signature of the guarantor does not appear in the Authorized Signature book, the transfer agent will either reject the transfer and inform the presenter of the reason or, contact the bank and request a letter (on bank letterhead):

1. confirming that the person signing the guarantee is an Authorized Signing Officer;
2. signed by an Authorized Signing Officer who **does** appear in the Authorized Signature book; and
3. provides a specimen signature of the person who signed the Guarantee.

Major Canadian Schedule I Banks

Transfer Agents accept the Signature Guarantee, Endorsement Guarantee and Signature and Authority to Sign Guarantee stamps from the following participating banks.

Bank of Nova Scotia (Scotia Bank)
The Toronto-Dominion Bank (TD Canada Trust)
Royal Bank of Canada (RBC Royal Bank)

- **All other Schedule 1 Canadian Banks were removed from the list at their request. They are all active participants of an acceptable medallion program and processors should not accept their traditional bank guarantees.** The following link can be used to access the Medallion Signature Guarantee Website to locate Canadian Bank Medallion Guarantors <http://www.msglookup.com/index.html>

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Medallion Guarantees

Effective October 1, 1997, Security Transfer Association of Canada (STAC) mandated that all Canadian brokers and investment dealers use a Medallion Guarantee stamp (see samples below) when guaranteeing signatures on certificates being presented for transfer. The medallion stamp warrants that, at the time of signing:

- the signature was genuine;
- the signer was an appropriate person to endorse; and
- the signer had legal capacity to sign.

All US institutions currently use Medallion stamps issued by the Securities Transfer Agents Medallion Program (**STAMP**), Stock Exchanges Medallion Program (**SEMP**) or the New York Stock Exchange Inc., Medallion Signature Program (**NYSE MSP**).

All Medallion Guarantee stamp programs use the “New Generation” green ink. The use of “New Generation” green ink began with the STAMP 2000 program, which was implemented as an additional security feature. Color Sample below. See page 6 for a sample STAMP 2000 Medallion indicating security features.

Medallion stamps are affixed with either an electronic signer or a hand stamp. The Medallion imprint will bear either a facsimile or manual signature. Transfer agents do not check the signature, but do check:

1. The Medallion stamp number to ensure it is active either by scanning the barcode or checking the number directly with the stamp program administrator; and
2. That the Medallion stamp is made using “New Generation” green ink.

Facsimile Signatures: A Medallion stamp can be used to guarantee a facsimile endorsement where the facsimile endorsement is that of a nominee or of a signing officer of an affiliate of the guarantor or one of its nominees.

Sample New Generation Medallion Stamp (NYSE MSP)



All 3 programs use the same format and ink the difference is the name directly above the Bar Code.

The NYSE MSP medallion stamp is the **only** medallion stamp that can serve as an endorsement as well as a guarantee.

* Original, Second & Third generation Inc. may still acceptable providing they can pass validation. New Generation also referred to as 4th Generation Ink by Kemark Financial Services Inc.

Note: Medallion stamps are not acceptable if the stamp is modified or altered in any way, including the insertion of a date or other notation. Transactions with a modified or altered stamp must be rejected.

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Medallion stamps rejected

Where a Medallion does not pass validation, transfer agents have a responsibility to notify the presenter with a separate notice to the Guarantor (if not the same party).



Security features of the new S.T.A.M.P. 2000 Medallion

New Security Ink Mark:

This lays down a concentrated imprint of the STAMP 2000 security Ink, for T/A authentication.



SPECIMEN

New Z-Code Bar Code:

This bar code represents the guarantor ID & location ID numbers. The Z-Code symbology is proprietary, and incorporates error correcting features which make this bar code tolerant to poor printing and secure against misreads & alteration.



Hampton Technologies LLC – 19 Industrial Blvd. – Medford, NY 11763 – 631-924-1335

Please note: may also be referenced as New Stamp 2000 as New 4th Generation ink.

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Medallion bond coverage limits

The Medallion Guarantee stamp provides bond coverage (as listed after the table below) up to the specified value for liability upon transfer of the stamped securities. If any of the warranties of the stamp are breached, the guarantor is liable for loss resulting from the breach.

There is a unique identification number with a letter prefix on each Guarantor's Medallion stamp, which signifies the amount of the surety bond obtained. This information assists the Transfer Agent in determining if the current value of the securities at the time of their transfer will be covered satisfactorily or not.

The prefixes and coverage are as follows, per transaction *

Alpha prefix	Surety Amount (\$) **
A	1,000,000
B	750,000
C	500,000
D	250,000
E	100,000
F (credit unions only)	100,000
X	2,000,000
Y	5,000,000
Z	10,000,000

*A transaction includes all securities presented for transfer under one ticket or one instruction, which have the same CUSIP number, registration and Guarantor. If the transaction exceeds the authorized surety amount limit from a recognized Medallion Guarantee stamp provided, the transaction will be rejected.

** The Surety Amount is in Canadian dollars for Canadian guarantors and US dollars for US guarantors. Where transactions exceed the value of the Surety Amount, STA member transfer agents have excess coverage for up to US \$4,000,000. If the value of the transaction exceeds the Surety Amount + US \$4,000,000, transfer agents will escalate acceptance of the guarantee according to their internal guidelines.

Additional uses of the Medallion stamp

In addition to acting as a guarantee of the signature of the registered owner, the Medallion stamp also covers the following situations:

- **Certified True copy:** Certifying a copy document to be a true copy of the original (e.g. a corporate resolution, partnership agreement, trust agreement, death certificate etc.).
- **Erasure Guarantee:** When imprinted next to an erasure or alteration (including the use of whiteout or liquid paper, changes crossed out or written over). A separate Medallion Guarantee is still required for the signature.
Note: (1) an Erasure Guarantee stamp may still be used and can be placed anywhere on the Securities Transfer Form and (2) an Erasure Guarantee NEVER be used for change to the appointed attorney for the transfer. A Power of Substitution is required to correct errors in the appointed attorney.
- **Power of Attorney** document: Certifying that a stale dated (more than six months old) General Power of Attorney is "still in full force and effect and that the Grantor is still alive."
- **One and the same:** A single Medallion guarantee stamp also confirms that the signature is that of the registered owner, where the endorsement differs slightly from the registration.

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Paperless Legal Transfer Program (Paperless Legals)

The objective of Paperless Legals is to reduce paperwork submitted to the transfer agents for certain legal transfers. The result is reduced costs of securities processing and faster transfer turnaround for investors.

Historically, in addition to the completed Securities Transfer Forms needed to transfer ownership, transfer agents have required supporting legal documents for certain transfers such as corporate resolutions, partnership agreements, trust agreements, marriage certificates, estate documents, etc. to evidence the authority of the person(s) signing.

Essentially, this documentation has been eliminated where the signature has been guaranteed by Medallion stamp.

All that is required to support the "legal transfer" of a securities certificate is the Medallion stamp affixed next to the signature on the Securities Transfer Form.

The medallion stamp warrants that, at the time of signing:

- the signature was genuine;
- the signer was an appropriate person to endorse; and
- the signer had legal capacity to sign.

In addition, the guarantor is expected to retain the required documentation.

The Paperless Legals process applies to all requests for transfers received, except deposits to CDS via CDSX, which have been covered under a CDS participant guarantee program since October 1, 2004.

The STA recommends to guarantors as a best practice that they have any agents, representatives, or fiduciaries sign in capacity. Transfer agents however, do NOT review items presented through the Paperless Legals Program for such capacities and will not reject items for failure to indicate capacity.

Further, in the case of estate transfers where the executors want to have the securities reissued in their name as executors, transfer agents will accept the transfer being confirmed by signature by the executors on the Securities Transfer Form, with the signature guaranteed by Medallion stamp. In the past, no Assignment was required for that type of transfer as transfer agents relied on the documents confirming their appointment.

All legal documentation submitted with a transfer request will be returned to the presenter with a notice (see sample Return Notice page 9) indicating the documents are not required by the transfer agent and thus have not been examined or reviewed.

Effective October 3, 2005 transfer agents ceased reviewing legal documentation submitted and also on this date, commenced returning the documentation to the presenter.

Many agents ceased returning legal documents when accompanied with a paperless legals transaction. Although documents may not be returned agents do not review or examine excess documents provided under paperless legals.

Securities Transfer Guidelines

Exceptions to Paperless Legals Program:

- **Declaration of Beneficial Ownership:** Transfers that require a Declaration of Beneficial Ownership must still include the Declaration and must be signed with Medallion Guarantee affixed.
- **High Value transactions:** Transactions that exceed the value of the Surety amount and, if applicable an STA member, transfer agent's excess coverage up to an additional US \$4,000,000. Transfer agent will escalate High Value transactions for acceptance of the guarantee according to internal guidelines.
- **Non-Medallion Guarantees:** Legal transfers with signatures not Medallion guaranteed will continue to require supporting legal documentation, with the exception of corporate transfers bearing a "Signature and Authority to Sign" Guarantee from one of the 3 participating Schedule I Canadian bank. See section Signature & Authority to Sign Guarantee on page 4.
- **Restricted Securities:** Paperless Legal Program does not eliminate the requirement to provide opinion letters, seller's letters or broker's letters as set forth in Rule 144 of the US Securities Act of 1933.
- **Bankruptcy transactions:** Paperless Legal Program does not eliminate the requirement to provide a Court Order to transfer from name of the bankrupt person or entity.
- **Non-Probated Estates:** Paperless Legal Program does not eliminate the requirement to provide a Waiver of Probate Bond.

Sample Return Notice

Date:

Mailing Address:

REJECT NOTICE – DOCUMENTATION ONLY

RE:

Registration:

Please note that the transfer submitted with the enclosed documentation will be processed as a "Paperless Legal" transfer and the security returned to you under separate cover.

We are returning to you the legal documentation submitted with the transfer request, because it is not required by (TA name) and thus it has not been examined or reviewed.

As we have relied on the Guarantor's warranty on the signature, it would be prudent for the Guarantor to retain the original documents or a copy for their records.

[Include only if the presenter is the guarantor] The retention period for documentation you obtain to satisfy requirements evidencing authority to sign should be determined by any current requirements of your banking/securities regulator.

If you have any questions regarding our transfer requirements, please do not hesitate to communicate with us at or visit our website .

Yours truly,

Securities Transfer Guidelines

CDS Deposit Guarantee

Based on contractual guarantees from its Participants, CDS provides a contractual guarantee to the transfer agent that has the same effect as a Medallion or bank Signature Guarantee, without the need for any evidence of the signer's authority to sign. The guarantee is effective "Without the need to sign or otherwise mark any security" to evidence that guarantee.

This means that for CDS deposits received, regardless of presentor, transfer agents no longer need Medallion, Signature or Endorsement Guarantee stamps or documentation. Transfer agents only require the following:

1. Original security certificate(s)
2. Endorsement by the registered owner (or authorized representative) on the Securities Transfer Form.
3. That the attorney appointment on the Securities Transfer Form is blank or filled in with "Transfer Agent's name" and if applicable, a Power of Substitution has been provided.
4. That the security is being deposited to the CDS account held on the register either via CDSX system or by any other means where securities are transferred into the name of CDS whether in electronic or physical format.
5. That the Securities Transfer Form is not restricted to fewer shares than are being deposited.

Exceptions:

- **Legend Transfers:** certificates bearing a legend or restriction requiring documentation to be presented to the issuer are not eligible for deposit via CDSX unless a Restricted ISIN/CUSIP exists.
- **Declaration of Beneficial Ownership:** Transfers that require a Declaration of Beneficial Ownership must still include the Declaration and must be signed, though transfer agents do not require and will not validate any medallion or other guarantee.
- **Non-Probated Estates:** Non-probated estates require a Waiver of Probate Bond and are not eligible for deposit via CDSX.

Special circumstances:

- **Documents Attached** - It is always the CDS Participant's responsibility to examine, accept and retain documentation evidencing the authority of the person(s) signing the document if not an individual in their personal capacity. Transfer agents will not review any documentation evidencing the authority of the person signing the document.

Examples of situations where individuals sign other than in their personal capacity include estates, trusts, corporations, etc. Transfer agents will not examine or validate any documentation provided with a transfer to CDS.

- **Erasure Guarantee:** An erasure guarantee is required, where applicable, however transfer agents will not validate any medallion or other guarantee.
- **Issued in Error:** Transfer Agents continue to accept issued in error stamps in lieu of endorsement of a certificate, however transfer agents will not validate any medallion or other guarantee.

Securities Transfer Guidelines

Transfer Requirements

The following table provides basic requirements for Canadian transactions with some general USA references, for complete requirements for transactions involving USA holders please refer to the STA Guidelines. For more specialized transfers and the documentation required, refer to either:

- Institute of Canadian Bankers, Corporate Trust Program, (Section 4; Registration and Transfer of Securities) and
- STA Guidelines <http://www.stai.org/pdfs/sta-guidelines-book-18660-update-09-07-17.pdf>

Notes:

- If a Restricted or Legended transfer, usual Legend Removal form(s) apply in all cases
- If Issuer requires a Declaration of Beneficial Ownership, declaration must be provided in all cases
- If a “high value” Transfer see section on Medallion Bond Coverage Limits on page 7.
- If the transfer involves a foreign holder, see section on Signature Guarantees on page 3.

Certifications (other than medallion stamps)

Any document which has been certified as a true copy must be dated within 1 year of presentation. Certified True Copy stamps are accepted from Canadian Schedule 1 Banks

General Comment

These are Canadian Guidelines

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter: Guarantee stamp affixed: Delivery method: Exceptions:	CDS participant Not required Any ⇒ Legended certificates requiring documentation NOT eligible ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided	Any Medallion Any (excluding CDS Deposit) ⇒ Legended certificates requiring documentation MUST be provided ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided	Any Signature Guarantee or Endorsement Guarantee Any (excluding CDS Deposit) ⇒ Legended certificates requiring documentation MUST be provided ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided
Bankruptcy	Not eligible under CDS Deposit Guarantee	Not eligible under Paperless Legals	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee, Endorsement Guarantee or Medallion Guarantee stamp 4. Court Order providing details on bankruptcy •Notarial Certified True copy or Medallion copy
Charity	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)
Church	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)
Club	See requirements for Partnerships	See requirements for Partnerships	Signature & Authority to Sign Guarantee
Company / Corporation (from)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documents to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Corporate / Board Resolution * •Original or Medallion copy •Be dated within 6 (six) months •Bear same Company/Corporation name as reflected on the face of the certificate(s) •List the names and titles of individuals authorized to sign on behalf of the Company/Corporation •Be signed by the Secretary or an Assistant Secretary, unless the authority to transfer is given to the signing officer, in which case the certification should be signed by another Officer •Provide specimen signatures of the Officers •Be under corporate seal (if applicable) * Signature and Authority to Sign Guarantee may be provided in lieu of a Corporate / Board resolution (see page 4 for participating banks)

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	CDS Deposit Guarantee	Paperless Legals	Other
Presenter: Guarantee stamp affixed: Delivery method: Exceptions:	CDS participant Not required Any ⇒ Legended certificates requiring documentation NOT eligible ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided	Any Medallion Any (excluding CDS Deposit) ⇒ Legended certificates requiring documentation MUST be provided ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided	Any Signature Guarantee or Endorsement Guarantee Any (excluding CDS Deposit) ⇒ Legended certificates requiring documentation MUST be provided ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided
Company / Corporation (change in Corporate name)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter	1. original certificate(s) 2. Amendment, Merger or Consolidation certificate •Certified True copy or Medallion copy •Certified by the Secretary of State, the appropriate Provincial Secretary (or the equivalent Government official) Processors may require endorsement and signature guarantee in addition to the above.
Divorce	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Divorce decree •Notarial certified copy, Certified True copy or Medallion copy Note: Certifications must be dated within 1 year of presentation.
Estate, Probated Canadian (Deceased was a resident outside of Quebec)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Declaration of Transmission 5. Certificate of Appointment of Estate Trustee with a Will/without a Will, Letters of Probate, Letters Testamentary or Letters of Administration •Notarial certified copy. Certified True copy or Medallion copy Note: Certifications must be dated within 1 year of presentation.

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	CDS Deposit Guarantee	Paperless Legals	Other
Presenter: Guarantee stamp affixed: Delivery method: Exceptions:	CDS participant Not required Any ⇒ Legended certificates requiring documentation NOT eligible ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided	Any Medallion Any (excluding CDS Deposit) ⇒ Legended certificates requiring documentation MUST be provided ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided	Any Signature Guarantee or Endorsement Guarantee Any (excluding CDS Deposit) ⇒ Legended certificates requiring documentation MUST be provided ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided
Estate, Probated (Deceased was a Quebec resident)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Declaration of Transmission •for use in the Province of Quebec 5. Last Will and Testament •Notarial certified copy, Certified True Court copy or Medallion copy •In the absence of a Will, a Notarial certified copy, Certified True Court copy or Medallion copy of a Declaration of Heirship or Marriage Contract 6. Death Certificate •Notarial certified copy, Certified True Court copy or Medallion copy 7. Certificat de Recherche Note: Certifications must be dated within 1 year of presentation.
Estate, Probated (Deceased was a US resident)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Declaration of Transmission 5. Letters Testamentary, Letters of Administration, Letters of Probate or Certificate of Appointment of Estate Trustee with a Will/without a Will •Notarial Certified copy, Certified True copy or Medallion copy •Court Appointment document must be dated within 1 year of the transfer being presented unless stated otherwise in the STA manual. Note: Requirements vary by state refer to STA Manual for complete list

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	CDS Deposit Guarantee	Paperless Legals	Other
Presenter: Guarantee stamp affixed: Delivery method: Exceptions:	CDS participant Not required Any ⇒ Legended certificates requiring documentation NOT eligible ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided	Any Medallion Any (excluding CDS Deposit) ⇒ Legended certificates requiring documentation MUST be provided ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided	Any Signature Guarantee or Endorsement Guarantee Any (excluding CDS Deposit) ⇒ Legended certificates requiring documentation MUST be provided ⇒ Issuers requiring Declaration of Beneficial Ownership MUST be provided
Estate, Probated (Deceased was a resident outside of North America)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Declaration of Transmission 5. Letters Testamentary, Letters of Administration, Letters of Probate or Certificate of Appointment of Estate Trustee with a Will/without a Will •Notarial certified copy, Certified True copy or Medallion copy Note: Certifications must be dated within 1 year of presentation.
Estate NOT Probated	Not eligible under CDS Deposit Guarantee	Not eligible under Paperless Legals	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee (If we receive a Medallion Guarantee, we do not waive the requirements for the following:) 4. Declaration of Transmission 5. Last Will and Testament •Notarial certified copy, Certified True Court copy or Medallion copy 6. Death Certificate •Notarial certified copy, Certified True Court copy or Medallion copy 7. Waiver of Probate Bond issued by a recognized Surety Company 8. Other special requirements may apply dependant on Issuer Note: Certifications must be dated within 1 year of presentation.

Securities Transfer Guidelines

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Foundation	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)
Individual (in their personal capacity)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp
Investment Club	See requirements for Partnerships	See requirements for Partnerships	See requirements for Partnerships
Joint tenants (with Right of Survivorship)	Transferring to surviving tenant: 1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	Transferring to surviving tenant: 1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp If any legal documentation is received with the transfer, return documentation to presenter	Transferring to surviving tenant: 1. original certificate(s) 2. Death Certificate (or Funeral Directors Statement of Death) •Notarial certified copy, Certified True copy or Medallion copy Note: Certifications must be dated within 1 year of presentation. Requirements for all Provinces except Quebec USA Registrations please refer to STA Guidelines
Joint tenants (with Right of Survivorship)	Transferring to someone other than surviving tenant: 1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	Transferring to someone other than surviving tenant: 1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter	Transferring to someone other than surviving tenant: 1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Death Certificate (or Funeral Directors Statement of Death) •Notarial certified copy, Certified True copy or Medallion copy Note: Certifications must be dated within 1 year of presentation. Requirements for all Provinces except Quebec USA Registrations please refer to STA Guidelines

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Marriage	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement by maiden name on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp Or, if endorsed by married name with Signature Guarantee or Endorsement Guarantee stamp, add: 4. Marriage Certificate •Notarial certified copy, Certified True copy or Medallion copy
Minor	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form by both parents 3. Signature Guarantee or Endorsement Guarantee stamp 4. Birth Certificate •Notarial certified copy, Certified True copy or Medallion copy •Long form only 5. Affidavit from a parent (if named on the birth certificate), (depends on province affidavit not acceptable in Ontario) 6. If 5 cannot be presented, then a Court Order appointing the guardian (Notarial Certified copy, Certified True copy or Medallion copy)
Partnership	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Partnership Agreement (and any amendments thereto) listing the person(s) authorized to sign on behalf of the Partnership •Certified True copy or Medallion copy

Securities Transfer Guidelines

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Power of Attorney (General, Continuing or Enduring)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Power of Attorney document certified as true using one of the following methods: •By a member of a recognized Medallion Signature Guarantee program, •By a Notary Public, or •By a Canadian Schedule I bank. * Note: The Power of Attorney must be dated within 6 months of the transfer being presented. If a period of more than 6 months has elapsed, and the document does not contain a medallion stamp, certification is required as follows: (General) we require certification that the Power of Attorney is "still in full force and the Grantor is still alive", and date the statement. (Continuing or Enduring) we require a certification that the "Grantor is still alive" if more than 6 months have elapsed Certification by Schedule 1 Canadian Bank or Notary
School	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)

Securities Transfer Guidelines

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Trust registration (from)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Trust Agreement (and any amendments thereto) listing the person(s) authorized to sign on behalf of the Trust •Certified True copy or Medallion copy
Trustee (death of)	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Medallion stamp ⇒ If any legal documentation is received with the transfer, return documentation to presenter.	1. original certificate(s) 2. endorsement on reverse of certificate(s) or on Assignment form 3. Signature Guarantee or Endorsement Guarantee stamp 4. Death Certificate (or Funeral Directors Statement of Death) •Notarial certified copy, Certified True copy or Medallion copy 5. Trust Agreement (and any amendments thereto) listing the person(s) authorized to sign on behalf of the Trust Certified True copy or Medallion copy
University	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)