



Securities Transfer Association of Canada

SECURITIES TRANSFER GUIDELINES

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Introduction

The Securities Transfer Guidelines (“Guidelines”) of the Securities Transfer Association of Canada (“STAC”) were developed by the STAC Operations Committee and published 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. These are Canadian guidelines.

Only the most basic transfer requirements are summarized in these Guidelines. For more specialized transfers, including transfers related to transactions involving a letter of transmittal, and the documentation required, transfer agents follow established industry guidelines contained in the Security Transfer Association (STA) Guidelines, available at <https://stai.org/page/guidelines>.

These Guidelines were originally published on March 1, 2006, and were subsequently updated July 2006, March 2013, September 2017, and April, 2020.

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, including:

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

Establishing Transferability

For the transfer of registered securities to take place, the securities must be in good order for transfer. Generally, this means:

- (a) 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 accompanying the certificate or Direct Registration System ("DRS") advice; and
- (b) 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 "Signature Guaranteed", "Signature and Authority to Sign Guaranteed", or "Endorsement Guaranteed" by one of the three participating Canadian Schedule I banks (see page 8).

Additional documentation may be required if the securities are registered to a corporation, estate, trust or an entity other than an individual. Please see [Appendix A](#) for further details.

Usual transfer documentation may not be required due to certain 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 12 to 15.

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 or DRS advices are to remain in the same name as the certificates or DRS advices sent in for exchange.
- Correction of certificates or DRS advices issued in error:
 - Error by transfer agent – Upon submission of the original certificate or original or copy of DRS advice, are corrected by the transfer agent by reference to the original documentation.
 - Error in the registration instructions provided by the presenter - The original certificate or original or copy of DRS advice must be submitted along with a request for correction by the original presenter within **60 days** of the original certificate or DRS advice issue date(s); an issued in error indemnity or issued in error guarantee is required. Where the correction is requested more than **60**

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days from the issue date, it is escalated to management for a decision. 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

The value of the certificate(s) or DRS advice issued in error, and any record dates that have passed since the original issue date are additional considerations and may affect the transfer agent's ability to correct the error.

- CDSX deposit transactions because of the CDSX Deposit Guarantee as described in the CDSX section on page 14.
- 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.

Note: Returns to treasury outside of the corrections noted above will require transfer documents.

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) may be original or facsimile.
 - A date and witness' signature are not required.
2. That the "appoints" line on 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 the name of the Transfer Agent or Issuer;
3. That a valid **original** Medallion Guarantee, Signature Guarantee, Endorsement Guarantee or Signature and Authority to Sign Guarantee stamp has been affixed to the 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/ordr_rbook.php; and
8. A complete, single address for the transferee has been provided.

Guarantee Stamps

Signature Guarantee stamps

Until further notice, the participating major Canadian Schedule I banks listed on page 8 have been exempted by STAC from having to participate in the Medallion Guarantee Program if 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 8) use either of the following guarantee stamps*, both accepted by transfer agents:

Signature Guaranteed <i>(French version: Signature Garantie)</i> <i>Authorized signature</i> <hr/> XXXX (name of Schedule I bank)	Endorsement Guaranteed <i>(French version: Endossement Garanti)</i> <i>Authorized signature</i> <hr/> XXXX (name of Schedule I bank)
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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:

Signature Guarantee warrants that at the time of signing: <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 	Endorsement Guarantee warrants that at the time of signing: <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 "authentification" are not equivalents to "guarantee".

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- 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.

Signature & Authority to Sign Guarantee stamp

This guarantee is accepted by transfer agents if provided by one of the three 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>Signature & Authority to Sign Guarantee (<i>French version: Signature et autorisation de signer garanties</i>)</p> <p><i>Authorized signature</i></p> <hr/> <p>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 three participating banks, the transfer agent must ensure the signature is that of an Authorized Signing Officer.

The transfer agent will verify the authorized Signing Officer's 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 Signature Guarantee.

Major Canadian Schedule 1 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 Canadian Schedule 1 Banks were removed from the list at their request. They are all active participants in an acceptable medallion program and processors should not accept their 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>

Medallion Guarantees

Effective October 1, 1997, 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", also known as "4th 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). Original, Second & Third generation ink may still be acceptable provided it can pass validation tests below and the ink can be authenticated by the Transfer Agent.

See page 10 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 validate the signature, but do validate:

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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)



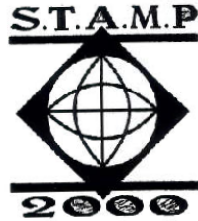
All three programs use the same format and ink. The name appearing directly above the bar code will vary.

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

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.

There are several 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>



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.

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).

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.

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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 is satisfactorily covered.

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 can 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.

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- **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.

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 and STAC recommend 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

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Medallion stamp. In the past, no Assignment was required for that type of transfer as transfer agents relied on the documents confirming their appointment.

Under the Paperless Legals program, transfer agents ceased reviewing legal documentation submitted and have ceased returning legal documents when accompanied with a Paperless Legals transaction.

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 for STA members, the 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, except for corporate transfers bearing a "Signature and Authority to Sign" Guarantee from one of the three participating Canadian Schedule I banks. See section "Signature & Authority to Sign Guarantee" on page 7.
- 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.

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 for certificated securities:

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.

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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.

Certifications (other than medallion stamps)

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

Appendix A

Transfer Requirements

The following table provides basic requirements for Canadian transactions with some general USA references, broken down between three transaction types: CDS Deposit Guarantee, Paperless Legals, and Other. For complete requirements for transactions involving holders with addresses in the United States, or for more specialized transfers and the documentation required, please refer to the STA Guidelines http://www.stai.org/ordr_rbook.php.

Notes:

- If the transaction is a Restricted or Legended transfer, usual Legend Removal form(s) apply in all cases.
- If the Issuer requires a Declaration of Beneficial Ownership, declaration must be provided in all cases.
- If the transaction is a “high value” Transfer, please see the section on Medallion Bond Coverage Limits on page 11.
- If the transfer involves a foreign holder, please see the section on Medallion Guarantees on page 8.

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Bankruptcy	Not eligible under CDS Deposit Guarantee.	Not eligible under Paperless Legals.	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee, Endorsement Guarantee or Medallion Guarantee stamp. Original, notarial certified trust copy, or Medallion copy of Court Order providing details on bankruptcy.
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

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	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Company / Corporation (from)	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification Full registration and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee or Endorsement Guarantee stamp. Corporate / Board Resolution * <ul style="list-style-type: none"> Original or Medallion copy Be dated within 6 (six) months Bear same Company/Corporation name as reflected on the evidence of ownership 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) <p>* Signature and Authority to Sign Guarantee may be provided in lieu of a Corporate / Board resolution (see page 4 for participating banks)</p>

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	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Company / Corporation (change in Corporate name)	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. • Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or letter of direction. 2. Endorsement on reverse of certificate(s) or on Assignment form. 3. Medallion stamp.	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or Letter of direction. 2. Amendment, Merger or Consolidation certificate <ul style="list-style-type: none"> • Certified true copy or Medallion copy. • Certified by the Secretary of State, the appropriate Provincial Secretary (or the equivalent Government official). <p>Note: Processors may require endorsement and guarantee in addition to the above.</p>
Company / Corporation (from sole director)	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. • Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or letter of direction. 2. Endorsement on reverse of certificate(s) or on Assignment form. 3. Medallion stamp.	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or Letter of direction. 2. Endorsement on reverse of certificate(s) or on Assignment form. 3. Signature Guarantee or Endorsement Guarantee stamp. 4. Resolution of Sole Director: <ul style="list-style-type: none"> • Original or Medallion copy • Be dated within 6 (six) months • Bear same Company / Corporation name as reflected on the evidence of ownership.

Continued

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
			<p>Sole Director resolutions require certification from two acceptable financial institution officers certifying that the signature is that of the Sole Director & Officer of the corporation.</p> <p>In addition:</p> <ul style="list-style-type: none"> • a Signature/Medallion guarantee for those officers must be affixed (note: some processors may require Financial Institution Certification on letterhead) • It must be under corporate seal (if applicable) <p>A Signature and Authority to Sign Guarantee may be provided in lieu of a Sole Director Resolution (see page 8 for participating banks)</p> <p>Suggested / sample certification wording:</p> <p>We, the undersigned, by our duly authorized officer(s), do hereby certify that the signature appearing herein is that of the sole director and officer of the Corporation.</p>

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	CDS Deposit Guarantee	Paperless Legals	Other
Presentor	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Estate - Probated Canadian (Deceased was a resident outside of Quebec)	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee or Endorsement Guarantee stamp. Declaration of Transmission Notarial certified copy, Certified True Copy or Medallion copy of Certificate of Appointment of Estate Trustee with a Will/without a Will, Letters of Probate, Letters Testamentary or Letters of Administration <p>Note: Certifications must be dated within 1 year of presentation.</p>

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presentor	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided		
	➤ Legended securities requiring documentation are NOT eligible	➤ Legended securities - required documentation MUST be provided	
Estate - Probated (Deceased was a Quebec resident)	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit; <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee or Endorsement Guarantee stamp. Declaration of Transmission for use in the Province of Quebec Notarial certified copy, Certified True Court copy or Medallion copy of Last Will and Testament <i>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</i> Notarial certified copy, Certified True Court copy or Medallion copy of Death Certificate Certificat de Recherche <p>Note: Certifications must be dated within 1 year of presentation.</p>

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided		
	➤ Legended securities requiring documentation are NOT eligible	➤ Legended securities - required documentation MUST be provided	
Estate - Probated (Deceased was a US resident)	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification Full registration; and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee or Endorsement Guarantee stamp. Declaration of Transmission Notarial Certified copy, Certified True copy or Medallion copy of Letters Testamentary, Letters of Administration, Letters of Probate or Certificate of Appointment of Estate Trustee with a Will/without a Will. <p>Note: Court Appointment document must be dated within 1 year of the transfer being presented unless stated otherwise in the STA manual.</p> <p>Note: Requirements vary by state - refer to STA Manual for complete list</p>

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided		
	➤ Legended securities requiring documentation are NOT eligible	➤ Legended securities - required documentation MUST be provided	
Estate - Probated (Deceased was a resident outside of North America)	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee or Endorsement Guarantee stamp. Declaration of Transmission Notarial certified copy, Certified True copy or Medallion copy of Letters Testamentary, Letters of Administration, Letters of Probate or Certificate of Appointment of Estate Trustee with a Will/without a Will <p>Note: Certifications must be dated within 1 year of presentation.</p>

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Estate - NOT Probated	Not eligible under CDS Deposit Guarantee	Not eligible under Paperless Legals	<ol style="list-style-type: none"> 1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or Letter of direction. 2. Endorsement on reverse of certificate(s) or on Assignment form. 3. Signature Guarantee or Endorsement Guarantee stamp. 4. Declaration of Transmission 5. Notarial certified copy, Certified True Court copy or Medallion copy of Last Will and Testament 6. Notarial certified copy, Certified True Court copy or Medallion copy of Death Certificate 7. Waiver of Probate Bond issued by a recognized Surety Company 8. Other special requirements may apply dependent on Issuer <p>Note: Certifications must be dated within 1 year of presentation.</p> <p>Note: Receipt of a Medallion Guarantee will not waive any requirements.</p>
Foundation	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Individual (in their personal capacity)	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. • Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or letter of direction. 2. Endorsement on reverse of certificate(s) or on Assignment form. 3. Medallion stamp.	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or Letter of direction. 2. Endorsement on reverse of certificate(s) or on Assignment form. 3. Signature Guarantee or Endorsement Guarantee stamp.
Individual Name Change (Name change, Marriage, or Divorce)	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. • Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – No evidence required. 2. Endorsement on reverse of certificate(s) or on Assignment form. 3. Medallion stamp.	1. Evidence of Ownership: <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or Letter of direction. 2. Name change document (e.g. Change of name certificate, Court order, marriage certificate, divorce certificate, etc.). Document may be notarial certified copy, certified true copy or Medallion copy. In lieu of name change document, Securities Transfer form with endorsement that matches the current registration, with acceptable Bank Guarantee stamp (page 8).

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Investment Club	See requirements for Partnerships	See requirements for Partnerships	See requirements for Partnerships
Joint tenants (with Right of Survivorship)	<p>Transferring to surviving tenant:</p> <ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<p>Transferring to surviving tenant:</p> <ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<p>Transferring to surviving tenant:</p> <p>- Requirements for all Provinces except Quebec</p> <p>- USA Registrations please refer to STA Guidelines</p> <ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Notarial certified copy, Certified True copy or Medallion copy of Death Certificate, or Funeral Directors Statement of Death. <p>Note: Certifications must be dated within 1 year of presentation.</p>

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Joint tenants (with Right of Survivorship)	<p>Transferring to someone other than surviving tenant:</p> <ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<p>Transferring to someone other than surviving tenant:</p> <ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<p>Transferring to someone other than surviving tenant:</p> <p>- Requirements for all Provinces except Quebec - USA Registrations please refer to STA Guidelines</p> <ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee or Endorsement Guarantee stamp. Notarial certified copy, Certified True copy or Medallion copy of Death Certificate or Funeral Directors Statement of Death. <p>Note: Certifications must be dated within 1 year of presentation.</p>

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided		
	➤ Legended securities requiring documentation are NOT eligible	➤ Legended securities - required documentation MUST be provided	
Minor	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form by both parents. Signature Guarantee or Endorsement Guarantee stamp Notarial certified copy, Certified True copy or Medallion copy of Long Form Birth Certificate Affidavit from a parent (if named on the birth certificate), (depends on province affidavit not acceptable in Ontario) If item # 5 (above) cannot be presented, then a Notarial Certified copy, Certified True copy or Medallion copy of a Court Order appointing the guardian.

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Partnership	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. endorsement on reverse of certificate(s) or on Assignment form Medallion stamp 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form Signature Guarantee or Endorsement Guarantee stamp Certified True copy or Medallion copy of Partnership Agreement (and any amendments thereto) listing the person(s) authorized to sign on behalf of the Partnership.

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presentor	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided		
	➤ Legended securities requiring documentation are NOT eligible	➤ Legended securities - required documentation MUST be provided	
Power of Attorney (General, Continuing or Enduring)	<p>1. Evidence of Ownership:</p> <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. • Shares in book form – the following must be keyed into the deposit: <ul style="list-style-type: none"> i. Transfer Agent specific Holder Identification; ii. Full registration; and iii. Number of shares. 	<p>1. Evidence of Ownership:</p> <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or letter of direction. <p>2. Endorsement on reverse of certificate(s) or on Assignment form.</p> <p>3. Medallion stamp</p>	<p>1. Evidence of Ownership:</p> <ul style="list-style-type: none"> • Shares in Certificated form – Original Certificate(s). • Shares in book form – DRS Advice or Letter of direction. <p>2. Endorsement on reverse of certificate(s) or on Assignment form</p> <p>3. Signature Guarantee or Endorsement Guarantee stamp</p> <p>4. Power of Attorney document certified as true using one of the following methods:</p> <ul style="list-style-type: none"> • By a member of a recognized Medallion Signature Guarantee program, • By a Notary Public, or • By a Canadian Schedule I bank. <p>* 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 from a Canadian Schedule I Bank or Notary, as follows:</p> <p>General - Certification that the Power of Attorney is "still in full force and the Grantor is still alive", and date the statement.</p> <p>Continuing or Enduring- Certification that the "Grantor is still alive" if more than 6 months have elapsed</p>

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
School	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)
Tenants in Common	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee or Endorsement Guarantee stamp. <p>Note: If one of the holders is deceased the estate requirements would also apply – refer to the appropriate estate requirements, starting on page 21.</p>

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
Trust registration (from)	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee or Endorsement Guarantee stamp. Certified True copy or Medallion copy of Trust Agreement (and any amendments thereto) listing the person(s) authorized to sign on behalf of the Trust.
Trustee (death of)	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s) with endorsement on the reverse of Certificate(s) or on assignment form. Shares in book form – the following must be keyed into the deposit: <ol style="list-style-type: none"> Transfer Agent specific Holder Identification; Full registration; and Number of shares. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Medallion stamp. 	<ol style="list-style-type: none"> Evidence of Ownership: <ul style="list-style-type: none"> Shares in Certificated form – Original Certificate(s). Shares in book form – DRS Advice or Letter of direction. Endorsement on reverse of certificate(s) or on Assignment form. Signature Guarantee or Endorsement Guarantee stamp Notarial certified copy, Certified True copy or Medallion copy of Death Certificate or Funeral Directors Statement of Death. Certified True copy or Medallion copy of Trust Agreement (and any amendments thereto) listing the person(s) authorized to sign on behalf of the Trust.

Securities Transfer Guidelines

	CDS Deposit Guarantee	Paperless Legals	Other
Presenter	CDS participant	Any	Any
Guarantee stamp affixed .	Not required	Medallion	Signature Guarantee or Endorsement Guarantee
Delivery method	Any	Any (excluding CDS Deposit)	Any (excluding CDS Deposit)
Exceptions:	➤ <i>For Issuers requiring Declaration of Beneficial Ownership – documentation MUST be provided</i>		
	➤ <i>Legended securities requiring documentation are NOT eligible</i>	➤ <i>Legended securities - required documentation MUST be provided</i>	
University	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)	See requirements for Company / Corporation (from)