**DWAC INSTRUCTION LETTER**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Presented By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presenter Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Enclosed: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Securities Presented:**

|  |  |  |
| --- | --- | --- |
| **Company name:** | | |
| **Shareholder** | **Shares** | **Certificate number** |
|  |  |  |

**DWAC Instructions:**

|  |  |
| --- | --- |
| Broker: |  |
| Broker’s DTC number: |  |
| Account number: |  |
| Account name: |  |
| Shares: |  |

\* If there are multiple shareholders, please complete a separate form for each shareholder.

**Return Delivery Instructions for Balance Certificate(s)**

Mail to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Method (FedEx/UPS/Mail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account # for Overnight: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please include account number or additional $55 for overnight delivery within the U.S.

Additional Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact us regarding the associated transfer fees. Fees should be submitted with transfer documents.