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## ***Restriction Removal Instructions***

The following documentation is required to remove restrictions:

1. Seller's representation letter (questionnaire)
2. Broker's representation letter (for the sale of shares)
3. A legal opinion from a qualified securities attorney may be required. \*

*\*It is the responsibility of the shareholder to obtain a legal opinion. Legal opinions are only valid for up to 90 days. Additional documentation may be required.*

**All Legal opinions are subject to a compliance review.**

### **Fees**

- *Restriction removal fee: \$80.00 per certificate submitted*
- *New free trading certificate fee: \$70.00 per certificate or book entry position.*
- *Cancellation of book entry position or certificate \$5.00 per certificate or book entry.*
- *DWAC fee: \$200.00*
- *Delivery of Physical Certificate (if applicable) \$16.00 - \$70.00 depending on shipping type.*

Please include clear instructions for the issuance and delivery of certificates. To change the registration of the shares or to deposit the shares via DWAC, please endorse the back of the certificate and obtain a medallion signature guarantee (available at a bank or brokerage firm). Include each shareholder's name, address, tax identification number (social security number), and cost basis (price per share).

Please feel free to contact us for additional information. Thank you!