

## WELCOME TO INTEGRAL

Dear

Thank you for choosing Integral Transfer Agency Inc. to provide stock registrar and transfer agency services for your company.

As your transfer agency, we strive to provide you with the kind of efficient service that entrepreneurs seek, while maintaining the highest standards of quality.

In order to ensure the effective set up and smooth operation of your account, we request your assistance in completing and returning the attached documents.

Since our business is full of rules and regulations, we have taken the liberty of providing some basic guidelines that will facilitate a smooth and efficient working relationship:

- All requests for stock transfer services, such as treasury issuances or shareholders lists, must be sent to [support@integraltransfer.com](mailto:support@integraltransfer.com) or faxed to (647) 794-3332.
- We can only communicate with non-directors on company business unless we receive written authority to communicate with other parties (see the attached communication authority form).
- If there is a change to the company that we need to know about (e.g., new director, business name, or address), chances are your shareholders are required to know as well. Ask us about the rules surrounding shareholder disclosure.
- We are priced to be entrepreneur friendly, and we work hard to provide fast, accurate and affordable services. In order to uphold these qualities, it is important that we get paid promptly and in full.
- Finally, if you are ever unclear or dissatisfied with our work in any way, I am always happy to talk and work out a solution.

Sincerely Yours,



Jeremi Gallant  
General Manager

# TRANSFER AGENCY AND REGISTRARSHIP AGREEMENT .....

THIS AGREEMENT made as of

BETWEEN:

Registered Office:

(hereinafter referred to as the "Issuer")

AND:

INTEGRAL TRANSFER AGENCY INC.  
600 Annette St., Lower Level  
Toronto, Ontario, M6S2C4(CANADA)  
(hereinafter referred to as "INTEGRAL")

WITNESSES THAT the parties hereto agree and covenant with each other as follows:

## **1. Corporate Authority and Appointment**

- a) The Issuer, having taken all necessary corporate action to authorize the execution, delivery and performance by it of this Agreement, has appointed INTEGRAL as transfer agent, registrar and disbursing agent in Toronto of its shares and dividends ('shares' are herein defined as common shares, preferred shares, trust units and like securities evidenced by a certificate or book entry on the issuer's security register) and INTEGRAL accepts such appointment, upon the terms set out in this Agreement.
- b) Integral agrees to faithfully carry out and perform its duties hereunder, and upon the termination hereof, provided that the Issuer is in compliance with all of the terms of this Agreement, including the payment of all amounts owing to INTEGRAL hereunder, to deliver over to the Issuer the books and any documents and papers connected therewith or with the business of the Issuer transacted hereunder, against a receipt executed by the Issuer.

## **2. Duty to Keep and Provide Records**

Integral shall keep at its office in Toronto the Issuer's share ledger, register and branch registers of transfers and share certificates, and subject to such general and particular instructions as may from time to time be given to it by or under the authority of the Board of Directors of the Issuer or any applicable law, INTEGRAL shall, in accordance with this Agreement:

- a) make such entries from time to time in the books as may be necessary in order that the accounts of each shareholder of the Issuer may be properly and accurately kept and transfers of shares properly recorded;

- b) upon payment of any applicable transfer taxes, countersign, register and issue share certificates to the shareholders entitled thereto representing the shares held or transferred to them respectively; and
- c) furnish to the Issuer, upon reasonable request and at the expense of the Issuer, such statements, lists, entries, information and material, concerning transfers and other matters, as are maintained or prepared by it as transfer agent, registrar and disbursing agent, of the Issuer.

### **3. Dividend Disbursement**

- a) INTEGRAL shall disburse dividends and other distributions which may be declared from time to time on the shares of the Issuer, and INTEGRAL is hereby authorized and directed to pay such dividends and other distributions after receipt at its principal office of:
  - I. a certified copy of the resolution of the Board of Directors of the Issuer declaring such dividends or other distributions or similar documentation that is acceptable to INTEGRAL; and
  - II. funds in an amount sufficient for the payment of such dividends.
- b) If any funds are received by INTEGRAL in the form of uncertified cheques, INTEGRAL shall be entitled to delay the time for release of such funds until such uncertified cheques shall be determined to have cleared the financial institution upon which the same are drawn. If INTEGRAL shall hold any amount on account of distributions which are unclaimed or which cannot be paid for any reason, INTEGRAL shall be under no obligation to invest or reinvest the same but shall only be obligated to hold same in a current or other non-interest bearing account pending payment to the person or persons entitled thereto, and shall be entitled to retain for its own account any benefit earned by the holding of same prior to its disposition in accordance with this Agreement.

### **4. Authority to Act and Reliance**

- a) The Issuer shall lodge with INTEGRAL certified specimens of the signatures of the directors and/or officers of the Issuer who are authorized to sign share certificates and other documents. The Issuer undertakes to provide INTEGRAL with all possible assistance in identifying the signatures of shareholders so that INTEGRAL may be in a position to guard against illegal transfers.
- b) Issuer acknowledges that INTEGRAL may be required to follow various identification and verification procedures in accordance with provincial and federal legislation as may be enacted from time to time. Issuer therefore agrees to provide, upon the reasonable request of INTEGRAL, copies of any corporate records, including but not limited to appropriate identification for each of the said directors and officers, as may be required by law.

- c) INTEGRAL may act upon any signature, certificate or other document believed by it to be genuine and to have been signed by the proper person or persons, or refuse to transfer a share certificate if it is not satisfied as to the propriety of the requested transfer. INTEGRAL may also act on the receipt of facsimile and similar electronic instructions that it believes to be genuine and to have been signed or initiated by the proper person or persons.
- d) INTEGRAL may from time to time refer any documents, requests or questions which may arise in connection with the performance of its duties hereunder to legal counsel for the Issuer, at the expense of the Issuer, or to its own counsel for an opinion thereon and shall be entitled to rely absolutely on such opinion and shall be indemnified and held harmless by the Issuer against and from any liability, cost and expense for any action taken by INTEGRAL or not taken by INTEGRAL in accordance with such instructions or advice.
- e) The Issuer represents and warrants that all shares issued and outstanding on the date of this Agreement are issued as fully-paid and non-assessable and agrees that with respect to future allotments and issuances of shares, INTEGRAL shall issue and regard such shares as fully-paid and non-assessable. INTEGRAL shall be entitled to treat as valid any certificate for shares purporting to have been issued by or on behalf of the Issuer prior to the date of this Agreement.

#### **5. Issue, Transfer and Cancellation of Certificates**

- a) The Issuer agrees that it will promptly furnish to Integral from time to time:
  - I. copies of all constating documents, amendments thereto and of all relevant by-laws and resolutions relating to the creation, amendment, allotment and issuance of shares of the Issuer; and
  - II. copies of all relevant documents and proceedings relating to increases and reductions in the Issuer's capitalization, the reorganization of or change in its structure or the bankruptcy, insolvency, winding-up or dissolution of the Issuer.
- b) Upon receipt of a certified copy of a resolution of the directors of the Issuer authorizing the issuance of shares, together with written instructions from an authorized officer or director of the Issuer giving particulars of the registered owners of such shares, INTEGRAL shall register such shareholders and countersign and deliver certificates representing such shares in accordance with such instructions and INTEGRAL can rely that such instructions are in compliance with exchange or regulatory requirements as promulgated from time to time.

- c) The Issuer agrees that, so long as this Agreement is in force, it shall issue no share certificates without such share certificates being countersigned by INTEGRAL in its capacity as transfer agent and registrar.
- d) When a certificate is presented to INTEGRAL for the purpose of transfer, transfer of any of the shares in respect of which such certificate was issued may be refused by INTEGRAL until it is satisfied that such certificate is valid, that the endorsement thereon is genuine (and, where required, properly guaranteed) and that the transfer requested is legally authorized. In the absence of bad faith, gross negligence or willful misconduct, INTEGRAL shall not incur any liability in refusing to effect any transfer which in its judgment is improper or unauthorized, or in carrying out any transfer which in its judgment is proper or authorized. INTEGRAL shall incur no liability with respect to the delivery or non-delivery of any share certificate whether delivered by hand, mail or other means.
- e) Except as specifically provided below, it shall not be the duty of INTEGRAL to pass on the validity of transfers of shares owing to death, transfers by parents or guardians, powers of attorney, transfers of replacements of share certificates lost, apparently destroyed or wrongfully taken, and it is hereby authorized, at INTEGRAL's discretion, to refer all documents relating to such transfers to the solicitors of the Issuer, at the expense of the Issuer, and INTEGRAL shall be entitled to rely absolutely upon their opinion.
- f) Upon receipt of notice from the Issuer or from any shareholder that a certificate has become lost, apparently destroyed or wrongfully taken, INTEGRAL agrees to place an appropriate notation on the register of shareholders. INTEGRAL shall not be required to issue a replacement certificate to the owner of a security for any certificate that has been lost, apparently destroyed or wrongfully taken unless:
  - i. neither the Issuer nor INTEGRAL has received notice that the security represented by the certificate has been acquired by a good faith purchaser (as that term is used in the applicable corporate statute);
  - ii. the owner has filed with INTEGRAL an indemnity bond sufficient in INTEGRAL's opinion to protect the Issuer and INTEGRAL from any loss that either of the Issuer or INTEGRAL may suffer by complying with the request to issue a new certificate; and
  - iii. the owner has satisfied all other requirements as INTEGRAL may from time to time impose, acting reasonably, including without limitation the delivery by the owner to the Issuer and INTEGRAL of a written indemnity together with a statutory declaration that the certificate was lost, apparently destroyed or wrongfully taken.
- g) For this purpose and for the purposes of the applicable corporate statute, the Issuer hereby irrevocably delegates to INTEGRAL the power to determine the sufficiency of the indemnity bond so posted and to impose all such other reasonable requirements as INTEGRAL may from time to time require in this regard.

- h) In the case of a registered shareholder who dies where no administration is contemplated INTEGRAL may register the transfer of shares registered in the name of the deceased shareholder upon receipt of an indemnity agreement, a waiver of probate or similar bond and any other documents satisfactory to INTEGRAL.
- i) All share certificates surrendered to INTEGRAL on any transfer of shares or on exchanges of certificates in respect to any change in or reorganization of INTEGRAL shall be cancelled by INTEGRAL and held by it for a period of 6 years. INTEGRAL shall not be required to hold such certificates after the expiry of such period, unless otherwise instructed by the Issuer. In the event INTEGRAL is required to destroy any such certificates, the Issuer shall reimburse INTEGRAL for the cost thereof.

## **6. Fees**

- a) INTEGRAL's fees for the above mentioned services shall be those in effect from time to time in accordance with its tariff of fees, which is subject to revision during the term of this Agreement on 60 days written notice (subject to any further guaranteed fee period that may be communicated in writing by INTEGRAL), and the Issuer shall reimburse INTEGRAL for all costs and expenses incurred or expended by INTEGRAL in connection with the performance of its duties hereunder, including expenses incurred in order to comply with any laws it may be subject to as dividend disbursing agent, transfer agent and registrar. The current fees are shown on the accompanying Schedule.
- b) Any amount due hereunder and unpaid 30 days after being rendered will bear interest from the expiration of such period at a rate per annum equal to the then current rate charged by INTEGRAL, payable on demand. All amounts so payable and the interest thereon will be payable out of any assets in the possession of INTEGRAL in priority to amounts owing to any other persons.
- c) The Issuer acknowledges that the fees of INTEGRAL are confidential information and shall not disclose such fees to a third party without the written consent of INTEGRAL.
- d) The Issuer agrees to provide signed authorization (attached) to a credit card for payment of fees. The Issuer may pay the fees by electronic transfer of funds or cheque.
- e) The Issuer understands that Integral may withhold services until payment is received.

## **7. Indemnity**

- a) In addition to and without limiting any other indemnity specifically provided herein, the Issuer agrees to defend, indemnify and hold harmless INTEGRAL, its successors and assigns, and its and each of their respective directors, officers, employees and agents (the "Indemnified Parties") against and from any demands, claims, assessments,

proceedings, suits, actions, costs, judgments, penalties, interest, liabilities, losses, damages, debts, expenses and disbursements (including expert consultant and legal fees and disbursements on a substantial indemnity, or solicitor and client, basis))(collectively, the "Claims") that the Indemnified Parties, or any of them, may suffer or incur or that may be asserted against them, or any of them, in consequence of, arising from or in any way relating to this Agreement (as the same may be amended, modified or supplemented from time to time) of INTEGRAL's duties hereunder or any other services that INTEGRAL may provide to the Issuer in connection with or in any way relating to this Agreement or INTEGRAL's duties hereunder except that no individual Indemnified Party shall be entitled to indemnification in the event such Indemnified Party is found to have acted in bad faith, engaged in willful misconduct or been grossly negligent. For greater certainty, the Issuer agrees to indemnify and save harmless the Indemnified Parties against and from any present and future taxes (other than income taxes), duties, assessments or other charges imposed or levied on behalf of any governmental authority having the power to tax in connection with INTEGRAL's duties hereunder. In addition, the Issuer agrees to reimburse, indemnify and save harmless the Indemnified Parties for, against and from all legal fees and disbursements (on a substantial indemnity, or solicitor and client, basis) incurred by an Indemnified Party if the Issuer commences an action, or cross claims or counterclaims, against the Indemnified Party and the Indemnified Party is successful in defending such claim.

- b) The Issuer agrees that its liability hereunder shall be absolute and unconditional regardless of the correctness of any representations of any third parties and regardless of any liability of third parties to the Indemnified Parties, and shall accrue and become enforceable without prior demand or any other precedent action or proceeding, and shall survive the resignation or removal of INTEGRAL or the termination of this Agreement.
- c) INTEGRAL shall be under no obligation to prosecute or defend any action or suit in respect of its agency relationship under this Agreement, but will do so at the request of the Issuer provided that the Issuer furnishes an indemnity satisfactory to INTEGRAL against any liability, cost or expense which might be incurred.
- d) In addition to the remedies provided herein, INTEGRAL shall be entitled to any other rights and recourses it may have against the Issuer.

#### **8. Limitation on Liability**

- a) INTEGRAL shall not be liable for any error in judgment, for any act done or step taken omitted by it in good faith, for any mistake, of fact or law, or for anything which it may do or refrain from doing in connection herewith except arising out of its bad faith or willful misconduct. In particular, but without limiting the generality of the foregoing,

INTEGRAL shall, with respect to meetings of shareholders, not be liable for having relied upon or deferred to the instructions or decisions of the Issuer, its legal counsel, or the chairman of the meeting.

- b) In the event INTEGRAL is in breach of this Agreement or its duties hereunder or any agreement or duties relating to any other services that INTEGRAL may provide to the Issuer in connection with or in any way relating to this Agreement or INTEGRAL's duties hereunder, INTEGRAL shall be liable for claims or damages only to an aggregate maximum amount equal to the amount of fees paid by the Issuer to INTEGRAL hereunder in the twelve months preceding the last of the events giving rise to such claims or damages, except to the extent that INTEGRAL has acted in bad faith or engaged in willful misconduct. In no event shall INTEGRAL be liable for indirect or consequential damages.

#### **9. Amendment, Assignment and Termination**

- a) Except as specifically provided herein, this Agreement may only be amended, assigned or terminated by a written agreement of the parties.
- b) Any entity resulting from the merger, amalgamation or continuation of INTEGRAL or succeeding to all or substantially all of its transfer agency business (by sale of such business or otherwise), shall thereupon automatically become the dividend disbursing agent, transfer
- c) agent and registrar hereunder without further act or formality. This Agreement may be terminated by either party on 90 days' notice in writing being given to the other at the address set out above or at such other address of which notice has been given.
- d) This Agreement may be terminated by INTEGRAL on one week's notice in writing to the Issuer in the event the Issuer refuses or fails to pay an invoice for fees and expenses, or other demand for payment issued or made pursuant to this Agreement by INTEGRAL, within 30 days of the original invoice or demand.
- e) The provisions of Sections 6(c) and 7 shall survive termination of this Agreement.

#### **10. General**

- a) This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein and the parties hereby attorn to the jurisdiction of the courts of the Province of Ontario.
- b) This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their successors and assigns
- c) This Agreement may be executed in counterparts and may be delivered by facsimile machine.



IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto:

**Integral Transfer Agency Inc.**

Signature: \_\_\_\_\_

**Name:** Jeremi Gallant

**Position:** General Manager

Signature: \_\_\_\_\_

**Name:**

**Position:** Director

## Price List

(May 2022)

*Monthly Maintenance	
<b>1 - 2000</b> Shareholders	\$ 200.00
<b>2001 +</b> Shareholders	\$ 300.00

**\* These charges include maintenance of:**

- Shareholder names, addresses, number of shares and certificates on Integral's database.
- All transactions on the database.
- General Inquiries

**NOTE:** If a company does not have electronic shares, we charge a \$500.00 annual fee.  
If a company have electronic shares, we charge a \$750.00 annual fee.

## Reports

A report is provided quarterly as part of the Maintenance Fee. Other reports are available.

Daily Activity Reports start at \$100.00

## Fine Print

1. A retainer of \$1,500.00 is required with agreement to be applied against the bill.
2. Interim invoices may be rendered for fees and expenses depending upon the amount involved and the service provided.
3. Payment is due within 30 days of invoice date. Interest at the rate of 2.0 % per month may be charged on any unpaid balances. If after 60 days an account remains in arrears, services may be withdrawn.
4. Disbursements are in addition to our fees. Disbursement costs may be requested prior to the performance of specific duties i.e. Mailings to Shareholders. These include postage, courier fees, long distance calls, etc.

Transferring Securities	
Transfer Fee	\$ 47.50
Plus Mailing Costs when applicable	

Treasury Direction	
Issuance Paper Certificate	\$ 27.50
Rush – plus per Certificate	\$ 10.00
Legends - per Certificate	\$ 9.00
Certificate Correction	\$ 25.00
Canceling Certificate	\$ 10.00
Prospectus Exemptions	Varies (\$75 - \$575)
Book Entry / DRS	\$ 17.50

Other Issuing Services	
Replacement of lost Certificates - each	\$ 50.00
Estate Transmission	\$ 40.00

Miscellaneous Fees	
Set-up Fee	\$ 250.00
ISIN Application	\$ 750.00
Comfort Letter	\$ 50.00
Account Cancellation	\$ 500/mir

**NOTE:** all prices are subject to change without prior notice

## CONTACT

**401 Bay St., Suite 2702  
Toronto, ON M5H 2Y4**

**Phone: 416-623-8028**

## ATTACHMENT CHECKLIST

- |   |  |
|---|--|
| <b>A)</b> Board Resolution Appointing Transfer Agent      | <b>H)</b> Articles of Incorporation and subsequent Amendments  |
| <b>B)</b> Corporate Information Sheet                     | <b>I)</b> Company Bylaws   |
| <b>C)</b> Company Officers & Directors (C-1 & C-2)        | <b>J)</b> Shareholders List provided in "Excel Spreadsheet File Format" (we require names, complete mailing address including postal code, date of issue, number of shares issued, if there are any restrictions attached to those shares, and certificate number) |
| <b>D)</b> Director KYC Form (including proof of ID)       |  |
| <b>E)</b> Non-Director Communication Authority Form       |  |
| <b>F)</b> Credit Card Authorization Form                  |  |
| <b>G)</b> Treasury Certificate Mailing Instructions Sheet |  |

***If your company is transferring its business from another "Transfer Agent" we will require that the following information be sent to us:***

1. Certified list of shareholders by previous transfer agent
2. Certificate history report by account
3. List of stop transfers - including backup documents
4. Unused certificate inventory
5. Transfer journals/debit wraps
6. Pending lost/estate transfer files
7. Client history summary and exchange rates, if any
8. Certification of the number of shares issued and outstanding - and your indemnity if there are any outstanding discrepancies
9. Policy #41 Mailing List (beneficial shareholders for shares held by CDS or other settlement agency)
10. Electronic copies provided in "Excel Spreadsheet File Format" of all other relevant reports/old records and paper transaction files
11. List of Capital changes for the 12 months preceding

***Please note that after reviewing the documentation, Integral may request an Opinion of the company's Legal Counsel addressed to Integral stating that:***

- a) the company has been duly incorporated;
- b) that all necessary and proper steps have been taken to make the issue of shares valid; and
- c) that it has, at the date of opinion, a stated capital position with respect to:
  - (i) authorized shares
  - (ii) issued and outstanding shares
  - (iii) the shares are fully paid and non-assessable, and the form of the share certificates to be countersigned by INTEGRAL as transfer agent and registrar has been approved as required by Law and is currently in effect

## Attachment A

### Board Resolution Appointing INTEGRAL TRANSFER AGENCY INC. as Transfer Agent and Registrar

#### BE IT RESOLVED THAT:

1. INTEGRAL TRANSFER AGENCY INC. hereinafter referred to as INTEGRAL, at its office in the City of Toronto be and it is hereby appointed Transfer Agent and Registrar for the shares in the stock of the Company; and, these should be common or preferred;
2. The Transfer Agency and Registrarship Agreement (the "Agreement") made as of \_\_\_\_\_ between **INTEGRAL** and \_\_\_\_\_ under which INTEGRAL will provide the Issuer with transfer and registrar services be hereby approved; and,
3. The Directors and/or proper Officers of the Issuer be and they are hereby authorized to execute the Agreement and are authorized to do all acts and things and to execute and deliver all documents or instruments in writing as may be considered necessary or desirable to carry out the terms of these resolutions.

CERTIFIED to be a true copy of a Resolution passed by the Board of Directors of

\_\_\_\_\_ and which Resolution is in full force and effect as of the date hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** Corporate Secretary

## Attachment B

### Corporate Information Sheet

Corporation Name			
Registered Office Address			
Phone		Website	
Fax		Email:	

Jurisdiction of Incorporation			
Date of Incorporation			
Tax Identification Number			
Security Description (common, preferred, etc.)			
Number of Shares Issued & Outstanding			
ISIN #			
CUSIP #			
Market(s)			
Trading Symbol			
If a Reporting Issuer (Public) which regulator			

Primary Contact Officer			
Phone		Complete Mailing Address including postal code	
Fax			
Email			

Legal Counsel / Attorney			
Phone		Complete Mailing Address including postal code	
Fax			
Email			

Accountant			
Phone		Complete Mailing Address including postal code	
Fax			
Email			

Billing Contact			
Phone		Complete Mailing Address including postal code	
Fax			
Email			

Date:

## Attachment C-1

### List of Company Officers & Directors

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

*\*Please provide Chairman's signature in the middle of the box below for use on paper stock certificates:*

\_\_\_\_\_

**NOTE: Please sign above INSIDE THE LINES using a medium BLACK pen / marker such as a "SHARPIE"**

I, \_\_\_\_\_ Corporate Secretary of \_\_\_\_\_

do hereby certify that the above signatures are true specimens of the signatures of the Officers of the Corporation who now hold the offices set forth herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Any signer of this document who is a Director is authorized to instruct the Transfer Agent to issue shares on behalf of the company - UNLESS OTHERWISE SPECIFIED BELOW:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Affix Company Seal here or; have this document certified by a Notary if there is no company Seal.*

## Attachment C-2

### Authorized Signatory Assignment

In the event that the Company has agreed to allow one (1) director to sign all documentation related to its transactions with Integral Transfer Agency Inc. (including the issuance of treasury shares), the Company hereby authorizes the following director: \_\_\_\_\_ to sign.

This assignment is approved by all of the directors of the company as evidenced by the signatures of such Directors hereto and will remain in effect until such time it is revoked in writing by all the directors or until such time the director in question has resigned:

**Director:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Director:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Director:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Director:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Director:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Director:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Dated:** \_\_\_\_\_ .

## Attachment D

### Director KYC

**Each and all Directors must provide the following supporting documents:**

- Completed and signed ITA Know Your Client (KYC\*) Form  
*(all sections of this form must be completed - any missing information could potentially lead to unnecessary delays in processing the Transfer Agency and Registraship Agreement)*
- ONE valid GOVERNMENT issued colour photo ID such as:
  - Passport
  - Driver's License, or
  - Country Citizenship ID Card
- Proof of RESIDENCE:
  - Any of the following documents qualify as long as the **DIRECTOR'S NAME and their HOME ADDRESS is clearly shown** on the document and it has to be a **very recent document dated in the CURRENT calendar year**: Utility bills (Electric, Natural Gas or Phone (land line only no cell phone), Cable or Internet services, Water & Sewer, Property Taxes, Bank or Credit Card Statement

**NOTE:** For your convenience please follow the link below to fill out the KYC form and upload the directors supporting documents online: <https://integralta.wufoo.eu/forms/know-your-client/>

*\*Upon request, we can email you the KYC form in a fillable PDF file format should you experience any difficulties using the secure link provided above.*



## Attachment E

# Communication Authority Form

Integral Transfer Agency Inc.  
600 Annette St., Lower Level  
Toronto, Ontario M6S 2C4

Please accept all directions for \_\_\_\_\_ from:  
\_\_\_\_\_ regarding the general operations of our account  
(Name of Non-Director)

with regards to:

1. General operation of our account
2. Share ownership and transfer reports
3. Obtaining CUSIP, ISIN numbers and similar share certificate identification numbers
4. Share Certificate clearing processes with DTC, CDS, Clearstream or other similar organizations
5. Processing of share certificates

### Directions that require signed director authorization include:

1. the issuance, cancellation or transfer of shares
2. transfer of funds

Sincerely yours,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Director

## Attachment F

### Pre-Authorized Credit Card Payment - Authorization Form

Integral Transfer Agency (ITA) strongly encourages that all clients provide credit card information that will be kept on file to process payment for any current and future services/work requested by the client and processed by ITA. **Providing a valid credit card will result in savings of 10% off your first monthly maintenance fee and 10% off your initial share issuance with ITA.**

Please fill and sign this form and fax to: (647) 794-3332 or scan and email to: [accounting@integraltransfer.com](mailto:accounting@integraltransfer.com)

VISA      MasterCard      American Express (AMEX)

Credit Card number:

Expiry Date:      /      \*CVC Code:

\*Card Verification Value Code "VISA or MasterCard" 3 digit code on the back of the card. "AMEX" 4 digit code on the front of the card.

Name exactly as shown on the Card:

Billing Address as shown on credit card statement:

City

Prov./State

Country

Postal/Zip Code

#### General Guidelines:

- Invoices will be sent to the client by EMAIL for the requested services; and subsequently on or about the 1<sup>st</sup> of every month for any monthly recurring service fees. Payment is due upon receipt.
- The client has five (5) business days to review and respond to the EMAIL, if no response is received by our accounting department the invoice will be considered approved and the credit card payment will be processed.
- The client is responsible to advise Integral in writing of any credit card statement billing error attributable to a transaction processed by Integral. Any refunds due will be credited to the client's credit card account; or upon the client's request, their Integral Client Account can be credited instead with the funds to be used towards the client's future service invoices.
- The client can set a pre-authorized payment amount limit. However the client may be asked to make an interim payment if the amount for the work requested exceeds the pre-authorized payment amount limit set by the client.
- When processing the credit card payment all applicable Non-Sufficient Funds (NSF) charges will apply if the credit card is declined; and we reserve the right to not process any additional work until the client's outstanding Integral Client Account balance is paid in full.
- It is the client's sole responsibility to inform Integral in writing of any changes made to their company's contact information such as new contact person, email address or credit card information, if not Integral will consider the invoice delivered by using the email address on file provided by the client below.

I hereby authorize Integral Transfer Agency Inc. to bill my credit card for up to \$      Canadian Funds. The minimum is \$500. (CDN – exchange rate will apply as per the transaction date value assigned) in a given month based on the monthly invoice sent to me for the following company:

(Full Company Name)

(Contact Name)

(Email address)

It is understood that the credit card payment will only be processed five business (5) days after the invoice has been sent to the email address provided above to allow time for me to review or dispute the charges.

\_\_\_\_\_  
(Signature)

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
MM / DD / YYYY

## Attachment G

### Treasury Certificate Mailing Instructions

When ordering Treasury Certificates your company has a number of options on how they are to be delivered:

Delivered to your corporate office

Delivered direct to the shareholder

*Please note that we will only deliver against a signature.*

You may choose to have them delivered by:

Courier

Registered Mail

Priority Post

You can have us charge your courier account (third party billing)

FedEx

Purolator

UPS

DHL

Company Name listed on the account: \_\_\_\_\_

Account Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Account Mailing Information (complete address required):

\_\_\_\_\_  
\_\_\_\_\_

You can also have us arrange the delivery. You will be billed for this service on your monthly statement. Payments that are more than 30 days in arrears can result in this service being withdrawn.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment H

Please provide Integral with copies of your company's

**Incorporation Certificate and Articles** *(Canadian or US)*

**Memorandum and Articles of Association** *(foreign companies only)*

**AND**

**Subsequent Amendments in support of any Corporate Actions taken by the corporation since its incorporation such as:**

- a company name change;
- a change in the company's authorized share capital or share structure *(adding a new class of shares or a share consolidation)*;
- Mergers and Acquisitions Agreements if any.

## Attachment I

Please provide Integral with a copy of your company's

**BY LAWS**

## Attachment J

Please provide Integral with a copy of your company's

### **SHAREHOLDERS LIST**

**Please provide this list in Excel Spreadsheet File Format\* and with the following information:**

- full names;
- complete mailing address including postal code,
- date of issue;
- number of shares issued;
- if there are any restrictions attached to those shares; and
- certificate number

*(\*Additional costs may apply for processing if this list is not provided to us in Excel Spreadsheet File Format)*