

## Certificate Letter of Transmittal/Exchange Form

\*You must submit all original certificates indicated below to Integral Transfer Agency Inc. along with this form.

\*This transmittal form must be signed by all registered owners. If this letter of transmittal is signed by a person other than the registered owner(s) such as a trustee, executor, administrator, attorney in fact, officer of corporation, fiduciary, etc., it must be indicated along with proper evidence/documentation in accordance with Integral Transfer Agency Inc. and securities transfer rules and regulations. Please note if there is a change in registration, the owner of the certificates must have their signature *medallion guaranteed* by an approved bank, broker, or other financial institution associated with the medallion program, such as MSP, SEMP or STAMP. (See bottom of this form for signature and medallion stamp area.)

\*The method of delivery of the enclosed certificate(s)/documents is at the discretion and risk of the owner. If you elect to send them by mail, Integral Transfer Agency Inc. suggests you send them by certified, registered, or overnight mail.

\*Any questions as to the validity, form and eligibility of any certificates surrendered will be determined by Integral Transfer Agency Inc. and the issuer. Such determination shall be final and binding. Integral Transfer Agency Inc. and the issuer reserve the right to waive any irregularities or defects in the surrender of any certificates. Surrender will not be deemed to have been made until all irregularities have been corrected or waived.

**Security holder:**

**Issuer Name:**

**Security:**

**ISIN:**

**Certificate(s) Transmitted:**

Certificate Number	Par/Quantity

**Total Shares:**

**Reason for Transmittal** (Please check and give additional information):

☐ Registration/Ownership Change
 ☐ Restrictive Legend Change
 ☐ Other

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

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\_\_\_\_\_

**Mailing Address/Delivery Instructions (for new/replacement certificates, if applicable):**

☐ Option 1 - Please mail to the shareholder address on file:

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☐ Option 2 - Please mail to the following address:

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PLEASE CHECK THIS BOX IF THIS IS A PERMANENT CHANGE OF ADDRESS ☐

THE UNDERSIGNED REPRESENTS THAT I (WE) HAVE FULL AUTHORITY TO SURRENDER WITHOUT RESTRICTION THE CERTIFICATE(S) ENCLOSED HEREIN AND TO PROVIDE THE MAILING INSTRUCTIONS STATED ABOVE.

**Securityholder Signature(s):**

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**Print Name(s):**

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or

**Authorized Representative Signature:**

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**Print Name(s):**

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**Title:**

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**Date:**

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**Telephone Number (Required):**

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**E-mail Address:**

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**Medallion Guarantee Stamp** (for registration / ownership changes only):  
The owner of the certificates must have their signature guaranteed by an approved bank, broker, or other financial institution associated with a medallion program such as MSP, SEMP or STAMP.