

## **Instructions for Notifying the Company's Transfer Agent**

To properly complete the transaction, a seller must record the transaction and transfer the stock certificate to the company's transfer agent by taking the following steps:

*(1) Sign the stock certificate guaranteed by a medallion signature stamp.*

The seller must have his signature "guaranteed" before the transfer agent will accept the transaction. Most transfer agents insist on signature guarantees because they limit their liability and losses if a signature turns out to be forged. To accomplish this, the seller may bring the stock certificate to the bank where it will be simultaneously signed by the seller and guaranteed by the bank through the medallion signature stamp.

Please note that in lieu of the medallion signature stamp, an authorized agent of the bank may sign the stock certificate simultaneously with the seller's signature to guarantee to the transfer agent that the signature is valid and has not been forged.

*(2) Fill out the appropriate transfer information on the back of the stock certificate.*

The seller must list his social security number or tax identification number, the number of certificated shares to be transferred, and the name, address, date and telephone number of the transferee on the back of the stock certificate. This may be accomplished by prescribing the information directly on the back of the share certificate or by submitting the information through the Request for Transfer Form which can be found at the transfer agent's website at <http://www.rtc.com/forms.asp>.

*(3) Mail the stock certificate to the transfer agent.*

The seller must mail the stock certificate, along with the required transfer information, to the transfer agent at the following address:

Registrar and Transfer Company  
ATTN: Transfer Department  
10 Commerce Drive  
Cranford, NJ 07016

Upon receipt of the stock certificate, the transfer agent will cancel the stock certificate and issue and mail a new certificate to the transferee listed in the transfer information.