

# LETTER OF INSTRUCTIONS & S-8 SELLER'S REPRESENTATION LETTER

ClearTrust, LLC is a Paperless Legals Agent (PLA) and DRS-Eligible



Send your legend removal request to:  
ClearTrust, LLC  
16540 Pointe Village Dr, Ste 205  
Lutz, FL 33558  
Email: [inbox@cleartrusttransfer.com](mailto:inbox@cleartrusttransfer.com)

It is advisable to send any original certificates via registered mail, insured for 3% (5% foreign) of its market value.

If this form has a medallion guarantee stamp, the original must be mailed to ClearTrust. A medallion guarantee stamp is only required if the delivery instructions are to DWAC.

## A. STOCK DETAILS

Issuer name & stock class or stock symbol:

Total number of shares:

Select all that apply:

- The shares are held in book-entry.
- Please **RUSH** process this request. Enclosed is the additional RUSH fee. (Your request will be moved to the top of the queue. Standard legend removal processes still apply.)
- Enclosed are the original certificate(s)
- The certificate(s) are LOST. If you have lost or misplaced your certificates, please provide an Affidavit of Loss and Surety Bond. For more information please go to [www.ClearTrustOnline.com/lost-certs](http://www.ClearTrustOnline.com/lost-certs).

## B. SHAREHOLDER INFORMATION

Shareholder's full name (Print EXACTLY as it appears on the certificate or account statement):

Address of record:

Account number (if known):

Primary EIN/SSN:

Phone:

Email:

## C. S-8 SELLER'S REPRESENTATIONS

I represent to ClearTrust, LLC and warrant as follows:

I verified that an S-8 Registration Statement (the "S-8") was filed with the U.S. Securities and Exchange Commission (the "SEC") to register my shares, described above, for resale (the "Shares").

The S-8 was filed on \_\_\_\_\_.

I have sold, or intend to sell, the Shares in a manner permitted by the S-8.

(Check one box)

- I am **not** currently an affiliate of the Issuer as defined by Rule 144.
- I am currently an affiliate of the Issuer as defined by Rule 144.

I agree that in the event the S-8 is no longer effective, any unsold shares will become restricted again.

By signing in Section E below, I agree that, in connection with the matters described above, ClearTrust, the Issuer, my broker, and legal counsel are relying on the statements made herein. The Issuer, broker, and legal counsel may rely on such statements as if this letter were addressed to them.

**D. DELIVERY OF SHARES** – If left blank, a statement will be sent to the address of record.

The delivery instructions for the UNRESTRICTED shares are (**check ONLY ONE box below**):

- Send a statement representing book entry/electronic shares to my address of record.\*
- I intend to transfer the shares to my brokerage account via DRS (if available\*\*). Please send a statement representing the DRS shares and I will instruct my broker to initiate a DRS deposit request.\*
- I intend to transfer the shares to my brokerage account via DWAC (if available\*\*). Please confirm when the Shares are available, and I will instruct my broker to initiate a DWAC deposit request. (A Medallion Guarantee Stamp is required in section E.)
- Send a certificate to my address of record. (Enclose either a shipping label or additional fees for the shipping cost.)
- Send a certificate to the following address. (Enclose either a shipping label or additional fees for the shipping cost.)

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Special instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Unless otherwise stated, all statements will be emailed to the shareholder’s email address on file or mailed if no valid email address is provided.  
\*\* If uncertain, please contact ClearTrust or your broker to confirm if the stock class is DWAC and/or DRS eligible.

**E. SIGNATURES** – This section must be signed by all current registered holders, or a legally authorized representative with indication of his/her capacity next to the printed name. A Medallion Guarantee is not necessary unless a DWAC or transfer is taking place.

The undersigned does/do hereby irrevocably constitute and appoint ClearTrust, LLC as attorney to remove the restive legend and transfer the said stock on the books of the Issuer, with full power of substitution in the premises.

Date:	A Medallion Signature Guarantee stamp is <b>only</b> required for DWAC deposits or if the shares are being transferred into another name. If the stamp is required, the original form must be mailed to ClearTrust and the signatures must be guaranteed by an Eligible Financial Institution or member of a registered National Securities Exchange approved by the Securities Transfer Association, Inc. pursuant to Securities and Exchange Commission Rule 17Ad-15. No other form of signature guarantee will be accepted.
Shareholder signature: 	
Printed name, and title (if applicable):	
Joint shareholder signature: 	
Printed joint name, and title (if applicable):	Reserved for Medallion Guarantee Stamp <b>USE ONLY FOR DWAC DELIVERY</b>