

DRS TRANSFER REQUIREMENTS

In order to facilitate a request to transfer shares, please see the following requirements which are to be submitted:

- 1) **Letter of Instruction** – all details regarding the transfer submission are to be indicated including name of the transferee, number of shares to transfer and return address for the new shares.
- 2) **DRS (Direct Registration Statement or Advice)**
- 3) **DRS Transaction Form**
- 4) **Securities Transfer Form** – this form must be completed in full and to ensure that the transfer can proceed, the form must have one or the other of the prescribed guarantees:

A. Signature Guarantee

The Signature Guarantee is only acceptable if obtained from the following Schedule I Canadian Chartered Banks: TD, RBC or Scotiabank.

Please ensure that the authorized officer of the bank providing the Signature Guarantee also clearly prints their name and their signing authority number. The stamp must clearly indicate either Signature Guaranteed or Endorsement Guaranteed. Example:

SIGNATURE GUARANTEE

SIGNATURE GUARANTEED

CANADIAN SCHEDULE I BANK

Jane Smith JS123

Authorized Officer

B. Medallion Guarantee

The preferred form of endorsement guarantee is a Medallion Guarantee Stamp by a member of a recognized Medallion Program. Generally, these include stock brokers or a member of a stock exchange. Example:



NOTE:

The specified guarantees warrants that, at the time of signing:

- *the signature was genuine;*
- *the signer was an appropriate person to endorse; and*
- *the signer had legal capacity to sign.*

It is important to note that the requirements to transfer are established by the Securities Transfer Association of Canada (STAC).

For detailed information on these guidelines, please visit the STAC website: www.stac.ca

- 5) Corporate Resolution – in the case of a ‘Corporate’ or ‘Business’ registration, designated officers must execute the required forms and submit an original or notary-certified true copy of the ‘Corporate Signing Resolution’. This resolution is necessary as it serves as proof that officer signing the resolution is authorised to act on behalf of the corporation to which the shares are registered. Alternatively, an up-to-date certificate of incumbency will be accepted.

Please send **ALL original documents** to: **TSX TRUST COMPANY**

Attention: STOCK TRANSFER
301 - 100 Adelaide Street West
Toronto, ON M5H 4H1

IMPORTANT NOTE:

PLEASE BE ADVISED THAT IF YOU ARE ATTEMPTING TO DEPOSIT YOUR SHARES TO YOUR BROKER, THE BROKER THEMSELVES CAN SUBMIT THE TRANSFER REQUEST ON YOUR BEHALF. MAKE SURE THE BROKER IS CONSULTED BEFORE MAKING ANY SUBMISSIONS AS THERE IS INFORMATION SPECIFIC TO THE BROKER THAT MUST BE INCLUDED IN THE REGISTRATION DETAILS. LETTING THEM KNOW PRIOR TO SUBMITTING WILL PREVENT COSTLY REJECTIONS OR CORRECTIONS.