



Lost Certificate Replacement Instructions

When a certificate has become lost, stolen, or destroyed, the shareholder or the issuer should contact Legacy Stock Transfer, Inc. immediately in writing via email, mail, or courier. At such time, Legacy Stock will place a precautionary stop** against the certificate(s) to prohibit its transfer. Legacy Stock Transfer will notify the shareholder and/or issuer immediately if the lost certificate is presented for transfer.

To replace the certificate, Legacy Stock Transfer must receive all necessary paperwork from the shareholder to be covered under our surety bond. In order for the shareholder to use our surety bond, the shareholder must reside in the US or Canada.

- 1. Application for Lost Instrument Bond form completed, signed, and notarized.**
The bond form must be completed in its entirety. If you have any questions regarding this form, please contact our offices and a specialist will assist you in completing the paperwork.
- 2. Payment in full for Surety Bond Premium.**
2% of market value of the stock at the time the application for lost instrument bond is signed and notarized with a minimum premium of \$50.00.
- 3. Transfer Fees and Delivery Instructions:**
 - * \$125.00 to replace each stock certificate, maximum 25 million shares per certificate.
 - * Delivery instructions for new stock certificate and contact information must be included with the replacement request. We must insist that all replacement certificates with a value of over \$500.00 be shipped via FedEx or UPS. Please include your courier account number or add an additional \$100.00 for US shipments, \$120.00 for Canadian shipments.

Upon receipt of all the necessary documentation and fees, Legacy Stock Transfer will replace the lost certificate and deliver the replacement certificate according to the shareholder/issuer's request via courier or first class insured mail.

** The precautionary stop will be maintained for 90 days. If replacement paperwork is not received within that time frame, Legacy Stock Transfer may remove the precautionary stop without any further documentation from the shareholder.