



Computershare  
PO Box 505013  
Louisville, KY 40233-5013  
Toll Free Number: 866-902-0063  
[www.computershare.com/AFIN](http://www.computershare.com/AFIN)

The IRS requires that we report the cost basis of certain shares acquired after January 1, 2011 and then sold. Shares transferred out of an account will be done using our default cost basis calculation of first in, first out (FIFO) unless otherwise instructed. Please visit our website, review the enclosed FAQ, or consult your tax advisor if you need additional information about cost basis.

Dear Investor,

As requested, enclosed is the Transfer Request form package needed to transfer stock to another investor, to another Custodian, or to request a legal name change. In this Transfer package you will find:

- **Step-by-step instructions** on how to complete the form
- Answers to **Frequently Asked Questions (FAQs)**
- **Checklist** to ensure you provide all relevant documents
- **Transfer Request form** and associated forms
- **Form W-9 (Tax certification).**

The instructions and FAQs will assist you in completing the Transfer Request forms. If you still have questions after reading the instructions and answers contained in this package, you may call for additional help at the phone number listed in the top right corner of this letter.

To complete this form, follow the step-by-step instructions below:

<b>Step 1: Complete Transfer Request Form and provide important relevant information</b>	<p>Complete the enclosed Transfer Request form by following detailed instructions provided in this package. All current registered investors, a legally authorized representative, or custodian must sign in the "Current Investor's Authorized Signatures" section (section 3), with a Medallion Signature Guarantee required for each signature. An individual signing on behalf of the current registered investor must indicate his or her capacity next to the signature on the form (see section 3 instructions for more detail).</p> <p>Please include any original stock certificates (if applicable) along with the form.</p>		
<b>Step 2: Complete W9 Tax certification form</b>	<p>The new investor must complete the Form W-9.</p> <p>If the new investor is unable to provide tax certification at this time, we will send him or her a Form W-9 (Request for Taxpayer Identification Number and Certification) once the transfer request is processed. Computershare is required to withhold taxes on any dividends, distributions or other cash payments until tax certification is completed.</p>		
<b>Step 3: Mail all required documents</b>	<p>Once you have completed the forms in this package, please mail them along with all required documents outlined to:</p> <table><tr><td>Regular mail: Computershare PO Box 505013 Louisville, KY 40233-5013</td><td>Overnight/certified/registered delivery: Computershare 462 South 4th Street, Suite 1600 Louisville, KY 40202</td></tr></table>	Regular mail: Computershare PO Box 505013 Louisville, KY 40233-5013	Overnight/certified/registered delivery: Computershare 462 South 4th Street, Suite 1600 Louisville, KY 40202
Regular mail: Computershare PO Box 505013 Louisville, KY 40233-5013	Overnight/certified/registered delivery: Computershare 462 South 4th Street, Suite 1600 Louisville, KY 40202		

**Note: Please do not submit a cover letter or other instructions along with the transfer form as this may delay the processing of your request.**

For instance, the following commonly requested transaction should be fulfilled separately:

Lost Certificates - If you have lost a certificate(s), the certificate must be replaced prior to transferring the shares. Please contact us at the number in the top right corner of this letter.

If this stock has a book-entry option, certificate requests will only be fulfilled if the investor requests it via our Investor Center website or by contacting a customer service agent. Instructions requesting certificates that accompany this transfer request will not be fulfilled if the book-entry option exists. Note that certificate requests may be subject to a fee requirement.

It is important that you closely follow the steps outlined above to ensure that your transfer can be completed. Depending on the type of transfer being requested, your transfer should be completed within 10 business days of receipt. A statement will be sent to the address of record for the new investor's account upon completion of the transfer. If your transfer cannot be processed due to missing or incomplete documentation, we will contact you for more information.

If you have any questions, please refer to the instructions and FAQs contained within this Transfer Request form package or submit your questions online through the "Contact Us" section of our website listed on the top right corner of this letter. If the value of the shares you are transferring exceeds \$14 million, please contact us at the customer service number.

Sincerely,

Computershare

Enclosures

# How to Complete the Transfer Request Form (step by step)

SEE FAQs FOR MORE INFORMATION

Follow the below step-by-step instructions to complete the Transfer Request form. See the Frequently Asked Questions (FAQs) section on the next page for more information. Note that the term shares is used throughout this form packet to refer to the securities being transferred, whether securities held are shares, units, stock, or other types of securities.

## 1. CURRENT INVESTOR INFORMATION

- A. Enter a daytime telephone number where you can be reached should we have any questions regarding this transfer request.

## 2. SHARES TO BE TRANSFERRED

- A. Check this box only if you wish to transfer all of the shares in your account. These shares include all shares held in book-entry form, as well as any certificates submitted. If this box is checked, do not complete items B, C, D and E in this section (section 2) and move to section 3.
- B. Check this box if you do not wish to transfer all of the shares in your account. Then, complete items C and either D or E to instruct us on exactly which shares you wish to transfer. If the number of shares requested to transfer does not match one of the share classes, then the transfer may be subject to rejection or returned for further clarification.
- C. Enter the share description (i.e., common, preferred, etc.) of the shares to be transferred. For example, if the shares are Preferred Series E, please enter this description in the space provided. The share description can be found on your account statement.
- D. Check this box only if you want to transfer all of the shares in your account that match the share description indicated in item C. If you check this box, do not complete item E for this section (section 2) and move to section 3.
- E. Enter the number of whole / fractional shares you wish to transfer for the share description indicated in item C. Only complete this item if you did not check the box in item D.

Repeat items C, D and E for each different share description provided.

## 3. CURRENT INVESTOR'S AUTHORIZED SIGNATURES – This section must be completed for your transfer to be executed.

After reviewing the form to ensure that all information provided is correct, all current investor(s), a legal representative(s), or the Custodian must sign and date the form in the appropriate box(es). **Please note**, if you are signing on behalf of the current registered investor, you must indicate your capacity (e.g. John Smith, Executor).

**Signature(s) must be stamped with a Medallion Signature Guarantee** from a qualified institution, such as a commercial bank, savings bank, savings and loan, or credit union that is participating in an approved Medallion Signature Guarantee Program. The guarantor institution should verify the medallion stamp is sufficient to cover the value of assets being transacted upon. **A Notary Seal is NOT acceptable.** Please see FAQs for more details.

## 4. PURPOSE OF TRANSFER / COST BASIS DATA

Enter the purpose for the transfer and the cost basis data instructions for shares acquired after 12/31/2010. Please check off the applicable purpose of the transfer. If this section is not fully completed, all transfers will be treated as Gifts, unless we receive documentation that this is a decedent transfer (i.e. Affidavit of Domicile), in which case the transfer will be treated as an inheritance. **We recommend that you consult with your tax advisor regarding the tax implications for each type of transfer.**

- Private Sale: Include the Date of Sale and the Cost Per Share.
- Secondary Market/Third Party Transaction: Include the Date of Sale and the Cost Per Share.
- Gift: Include the Date of Gift or the gift date will default to the date that the transfer is processed.
- Inheritance: Include the Date of Death and Value per Share or it will default to the date that the transfer is processed.
- No Change of Ownership: Include the reason for the transfer request, such as change of name in cases of marriage or divorce, a minor coming of age, an addition of spouse to the registration, etc. Existing cost basis of shares will be carried over to the new account.

## 5. NEW INVESTOR / RECIPIENT ACCOUNT TYPE OPTIONS A AND B

Mark the account type (box A or B) that corresponds with the new account you are transferring shares to. If you do not complete the sections indicated for the account type you select or if you complete additional sections, the transfer may be subject to rejection or returned for further clarification.

## A. CUSTODIAL / BROKER CONTROLLED

If the account you are transferring shares to is managed by a broker or custodian (including non-qualified broker controlled accounts and qualified IRA accounts), mark box A and complete sections 6, 7, 9 and the Form W-9.

## B. NON-CUSTODIAL / NOT BROKER CONTROLLED

If the account you are transferring shares to is NOT managed by a broker or custodian and you are managing your account as an individual investor, mark box B and complete Section 8, 9 (if applicable), and the Form W-9.

## 6. NEW INVESTOR INFORMATION (CUSTODIAL / BROKER CONTROLLED)

If the new investor of the account is a Custodian who is holding the security or shares for the benefit of a beneficial or underlying investor, please complete this section (section 6). If the new investor is not a Custodian, then do not complete this section. Complete section 8 instead.

- A. If the new Custodian already holds shares in the company under the exact account name being requested, you may request to transfer the shares to the existing account by entering the new Custodian's 11-digit Computershare account number, which starts with a "C".
- B. Enter the new Custodian's 9-digit Social Security Number (SSN) or Employer Identification Number (EIN). Do not include hyphens. Check the SSN or EIN box to indicate what number type you are providing.
- C. Enter the new Custodian's name.
- D. Enter the street address or PO Box for the new Custodian whose Social Security Number (SSN) or Employer Identification Number (EIN) was entered in section 6, item B above. If applicable, enter apartment or unit number.
- E. Enter the new Custodian's city, 2-letter state abbreviation and 5-digit postal zip code.

## NEW QUALIFIED CUSTODIAL ACCOUNT TYPE

- F. Mark only one box with an "X" indicating the type of Custodial account into which you are transferring shares. For account types not listed, check the "Other" category and specify the account type in the space provided.

## NEW NON-QUALIFIED BROKER-CONTROLLED ACCOUNT TYPE

- G. Mark only one box with an "X" indicating the type of Broker-Controlled account into which you are transferring shares. For account types not listed, check the "Other" category and specify the account type in the space provided.

## NEW BENEFICIAL / UNDERLYING INVESTOR INFORMATION

- H. Enter the new investor's 9-digit Social Security Number (SSN) or Employer Identification Number (EIN). Do not include hyphens. If the new account will be in more than one person's name, provide the information for the first name on the account or for the person who will be responsible for paying taxes. If the account is being registered as an estate account, provide the Employer Identification Number (EIN) for the estate. The Social Security Number (SSN) associated with a TOD account is that of the primary investor. Check the SSN or EIN box to indicate what number type you are providing.
- I. Enter the beneficial or underlying investor's identification or account number at the Custodian's financial institution. Often, this number is called the broker identification number (BIN).
- J. Enter the new investor's name (first, middle initial, last) if the account type is individual, joint, trustee, executor or other.
- K. Enter the name (first, middle initial, last) of the second new investor on the account if the account type is joint, co-trustee, transfer on death (TOD) beneficiary or other (if applicable).
- L. If the new investor is an estate representative, mark the box next to the new investor's legal capacity to represent and sign for the estate.
- M. Enter the name of the trust or estate, if applicable.
- N. If a trust is entered in item F above, enter the date of the trust. Leave this section blank if the new account is for an estate or another type of account.
- O. Enter the street address or PO Box for the new investor whose Social Security Number (SSN) or Employer Identification Number (EIN) was entered in item H above. If applicable, enter apartment or unit number.
- P. Enter the new investor's city, 2-letter state abbreviation and 5-digit postal zip code.
- Q. Enter the new investor's telephone number.

## How to Complete the Transfer Request Form (step by step)

SEE FAQs FOR MORE INFORMATION

### 7. NEW CUSTODIAN / BROKER'S SIGNATURE (CUSTODIAL / BROKER CONTROLLED)

After reviewing the form to ensure that all information provided is correct, the new Custodian/Broker should sign and date the form in the appropriate boxes. By signing in this section, the new Custodian/Broker is acknowledging that he or she is the new investor of the account assets. **Important: Signature(s) must be stamped with a Medallion Signature Guarantee** from the new Custodian/Broker provided in section 7, Item C. **(A NOTARY SEAL IS NOT ACCEPTABLE).**

### 8. NEW INVESTOR INFORMATION (NON-CUSTODIAL / NOT BROKER CONTROLLED)

- A. Enter the new investor's 11-digit Computershare account number, which starts with a "C".
- B. Enter the new investor's 9-digit Social Security Number (SSN) or Employer Identification Number (EIN). Do not include hyphens. Check the SSN or EIN box to indicate what number type you are providing.
- C. Enter the new investor's name (first, middle initial, last) if the account type is individual, joint, trustee, executor or other.
- D. Enter the name (first, middle initial, last) of the second new investor on the account if the account type is joint, co-trustee, transfer on death (TOD) beneficiary or other (if applicable).
- E. If the new investor is an estate representative, mark the box next to the new investor's legal capacity to represent and sign for the estate.
- F. Enter the name of the trust or estate, if applicable.
- G. If a trust is entered in item F above, enter the date of the trust. Leave this section blank if the new account is for an estate or another type of account.
- H. Enter the street address or PO Box for the new investor whose Social Security Number (SSN) or Employer Identification Number (EIN) was entered in item H above. If applicable, enter apartment or unit number.
- I. Enter the new investor's city, 2-letter state abbreviation and 5-digit postal zip code.
- J. Enter the new investor's telephone number.

### 9. NEW INVESTOR'S FINANCIAL ADVISOR INFORMATION

This section must be completed for both the Financial Advisor and the Financial Advisor's Institution if you want to add a Financial Advisor to the new account. Please

note, you must sign in the "NEW BENEFICIAL / UNDERLYING INVESTOR'S SIGNATURE" section below in order to grant consent for your Financial Advisor and your Financial Advisor's Institution to have view-only access to all account information. If this section is left blank or is incomplete, no Financial Advisor will be added to the account.

- A. Enter the financial advisor's name (first, middle initial, last).
- B. Enter the financial advisor's Central Registration Depository (CRD) number assigned by FINRA.
- C. Enter the financial advisor's telephone number. Do not use hyphens and provide an extension, if applicable.
- D. Enter the financial advisor's e-mail address. This email address will be used as the login username on Computershare's advisor portal. If this e-mail address is not provided, the financial advisor will not have access to the Advisor Portal.
- E. Enter the financial institution's name.
- F. Enter the financial institution's Central Registration Depository (CRD) number assigned by FINRA.
- G. Enter the financial institution's telephone number. Do not use hyphens and provide an extension, if applicable.
- H. Enter the financial institution's street address or PO Box.
- I. Enter the financial institution's city, 2-letter state abbreviation and 5-digit postal zip code.

### NEW BENEFICIAL / UNDERLYING INVESTOR'S SIGNATURE

By signing in this section, the new investor gives consent to Computershare to grant view-only access of all account information to the Financial Advisor and the Financial Advisor's Institution, if provided in section 9, items A-I above. Such consent will remain in place until the new investor notifies Computershare to revoke such consent.

## Frequently Asked Questions (FAQs)

Below you will find answers to common questions regarding:

- Account Information
- Transferring Shares
- Uncashed Checks
- Transfer Request Form
- Distribution Options
- Stock Certificates
- Medallion Signature Guarantee
- Tax Certification, Form W-9
- Accessing Investor Center

### Account Information

#### How do I determine the type of shares that I own?

The share description(s) can be found on an account statement, for example: Preferred Series A or Common Stock.

#### How can I find out my current share balance?

Refer to your most recent statement or certificate from Computershare.

### Transferring Shares

#### I want to give my shares to someone I know. Do I have to transfer the shares to them?

Yes. When you give your shares to someone, you are transferring ownership to them.

#### My legal name has changed, do I have to transfer the shares to myself?

Yes. In the case of a legal name change, such as through marriage, complete a Transfer Request form and sign in section 3 using your previous name, which is the current name on the account. Please enter your new legal name in the New Investor Information section of the form (see section 5).

#### Now that I am of age I would like to remove the Custodian from my account. Do I have to transfer the shares to myself? (UTMA/UGMA accounts only)

Yes. You will need to transfer the shares to a new account in your name. Your completed Transfer Request form can be signed by you or the named Custodian. Refer to the enclosed form instructions for information on the definitions of different account types that are available to you for the new account, e.g. an individual account listing just you as the investor. Please note, you may need to provide proof of age to obtain the required Medallion Signature Guarantee. Also please note, the age of majority for purposes of UTMA/UGMA differs from state to state.

#### What do I do if I want to transfer shares to several other parties?

If you are transferring shares to multiple new investors, please photocopy the form sections entitled "Shares To Be Transferred" (section 2) and the "New Investor Information" (sections 5 - 9). One copy of each of these sections must be filled out for each new investor. Please be sure to clearly write in section 2 of each copy the number of shares (not a %) to be transferred to each new investor.

#### What do I do if I want to transfer shares of several companies?

You will need to submit a separate completed Transfer Request form, including a Medallion Signature Guarantee, for each company. The enclosed Transfer Request form is for Alternative Investment Products only. If the company requires a different transfer form, please contact customer service to obtain the correct transfer form.

#### The new investor has an existing account to which I want the shares transferred. Where can I find the account number of the account to which I want to transfer shares? What if I can't find it?

The new investor should be able to obtain the account number from a statement or other document for that account. If you do not have the account number, please provide all the information you have on the Transfer Request form, and note "unable to locate" in section 6, item A for a Custodial / Broker Controlled account and section 8, item A for a Non-

Custodial / Not Broker Controlled account so that we know you would like the shares transferred to an existing account. We may or may not be able to do this based on the information provided.

#### Will account features I previously selected automatically carry over from the old account to the new account?

No. Account features (i.e., direct deposit of dividends, disbursement preferences, reinvestment of dividends or distributions, financial advisor information, etc.) do not carry over to a new account. Once the transfer is complete, the new investor can easily set up his or her account options online after creating a login ID to use Investor Center. Please note, any change in registration, including changing a name, will result in a new account.

#### What do I do if I want to use a different option for transferring my shares other than FIFO?

Please consult your tax advisor and then contact us at the number listed on the front of this package for further instruction.

#### How does the new investor sell shares?

Please refer to the share's prospectus to determine whether shares may be sold and how. Alternative Investment Products typically have a limited secondary sales market and specific rules and guidelines that must be followed in order to sell shares.

#### How do I request additional transactions or information?

Requests for additional transactions or information for the current investor or the new investor can be requested via our Investor Center website or by contacting us.

#### What legal documents do I need to submit when requesting a transfer on behalf of another?

The institution from which you obtain a Medallion Signature Guarantee will require documentation to verify your identity, legal authority and capacity. For transfer requests valued at less than \$14 million, Computershare does not require copies of the legal documents; however, we may require other documentation for tax purposes, e.g. a notarized Affidavit of Domicile. If the value of the shares you are transferring exceeds \$14 million, please call us at the customer service number listed on the top right corner of the enclosed Transfer Request form for further requirements. Please note, you will need to sign the Transfer Request form in your capacity (e.g. John Smith, Executor).

#### Is there a fee to transfer stock?

Computershare does not charge a fee to transfer stock; however you may incur fees from other institutions. For example, you may be charged a fee by the institution that provides the Medallion Signature Guarantee.

#### Will you return the paperwork I send to you?

All submitted documents will be kept as part of Computershare's permanent records and will not be returned to you.



## Frequently Asked Questions (FAQs)

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### Uncashed Checks

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**Can you reissue uncashed checks in the name of the new investor?**

No. If any uncashed checks have been lost, we can reissue a check in the name of the original investor. To replace those checks, visit Investor Center and refer to the Investor Center information provided in this FAQ or please call customer service.

### Transfer Request Form

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**Who can I call for help completing the form?**

If you still require help after reading the instructions and FAQs contained in this package, you can call us at the customer service number listed on the top right corner of the enclosed Transfer Request form.

**I can't fit all the information in the space provided. What should I do?**

We encourage you to print in block letters to fit in all information. Only write in the space outside of the provided boxes if absolutely necessary.

**What are examples of other account type choices for the new investor?**

Other common account types include, but are not limited to, community property, Limited Liability Company (LLC), nominee, partnership, tenants by entireties and unincorporated association.

### Distribution Options

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**How will my distributions or dividends get to me?**

New Non-Custodial investors will, by default, receive their distributions or dividends by check at the address provided in the New Investor Information (Non-Custodial / Not Broker Controlled) section (section 8).

Unless dividends or distributions are being reinvested or otherwise directed by the Custodian, all Custodial registration distributions will be sent directly to the Custodian for the benefit of the beneficial or underlying investor.

Please ensure the "ID / Account Number at Custodian" for the beneficial or underlying investor is included in section 6, item I.

**May I elect to have my distributions or dividends paid to me through Direct Deposit into my bank account?**

Non-Custodial investors may elect to have their distributions or dividends paid by Direct Deposit into their bank account. To do so, you may contact us at the customer service number listed on the top right corner of the enclosed Transfer Request form, or follow the easy steps below:

Step 1: Go to [www.computershare.com/AFIN](http://www.computershare.com/AFIN) and go to "My Profile"

Step 2: Click on Update under Banking details.

Step 3: Select your specific holding from the drop down.

Step 4: At the bottom of the page, select a "Payment Method."

Step 5: Choose the option that applies to your situation.

Step 6: Provide your banking information when prompted.

**Can the new investor enroll in a reinvestment plan for these shares so that the distributions or dividends will be automatically reinvested?**

Refer to the share's prospectus to determine whether a reinvestment plan is available and whether the new investor is eligible to enroll in the plan. If you have further questions, please contact us at the customer service number listed on the top right corner of the enclosed Transfer Request form.

### Stock Certificates (if applicable)

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**What if I can't find a stock certificate?**

Most Alternative Investment Products do not have certificates, so you should refer to an account statement or the Share Holding Details portion of the cover letter to determine if a certificate was issued for your shares. If a certificate was issued and you can't find it, please contact us at the customer service number listed on the top right corner of the enclosed Transfer Request form to find out the cost and process for requesting a replacement. The certificate must be replaced prior to transferring the shares.

**How should I send the certificate? Should I insure the mailing?**

We recommend using registered mail or a courier service that provides a return receipt. We also suggest that you insure the mailing with the carrier for 3% of the stock's market value, which is the approximate cost to replace a certificate in the event that it is lost in transit.

**Should I sign the back of the certificate before I send it?**

No. For your protection, we suggest that you do not sign the back of the certificate when presenting it to us for a transfer.

### Medallion Signature Guarantee

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**What is a Medallion Signature Guarantee? Where can I obtain one?**

A Medallion Signature Guarantee is a special stamp provided by a bank, broker, credit union or other institutions (guarantor institutions) that indicates that the individual signing a form is legally authorized to conduct the requested transaction. The guarantor institution should verify the medallion stamp is sufficient to cover the value of assets being transacted upon.

### Tax Certification, Form W-9

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**What is a Form W-9? Why do I have to complete the form?**

Form W-9 is an Internal Revenue Service tax form that certifies an individual's Taxpayer Identification Number. Submitting a completed form will prevent dividends, cash payments and sale proceeds paid to the new account from being subject to backup withholding. Without the completed form, Computershare would be legally required to withhold a percentage of each payment to ensure that tax is collected and paid to the Internal Revenue Service.

**Where can I obtain one?**

This Transfer package includes an enclosed Form W-9. The new investor should sign and date the enclosed Form W-9 to fulfill this requirement.

**What if I do not have the information for the new investor, or the new investor is not available to sign the included Form W-9?**

If the new investor is unable to provide tax certification at this time, Computershare will be required to withhold taxes on any dividends or other cash payments until certification is received. Once we process the transfer request and set up the new account, we will send the appropriate tax certification form (Form W-9) to the new investor.

## Frequently Asked Questions (FAQs)

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### Accessing Investor Center

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#### How do I start using Investor Center?

Non-Custodial investors may access Investor Center by following these easy steps:

Step 1: Go to [www.computershare.com/AFIN](http://www.computershare.com/AFIN)  
and click "Create Login"

Step 2: Fill in the required information

Step 3: Read and accept the terms and conditions

Step 4: Select your member details including a unique user ID  
and password

Following the initial registration steps, most Investor Center users are immediately granted full member access to their account and will receive an Investor Center welcome letter by mail. In some cases, additional verification will be required before access to your account can be granted. Don't worry, this is only temporary, and is done for your protection based upon your account and validation information. In these cases, we will mail you a notice of registration, which includes a verification code. Once you receive your verification code, simply log on to Investor Center with your user ID and password. Enter the verification code when prompted and you will be granted full member access immediately.

## Alternative Investment Product Transfer Request Form Checklist

Please ensure you have ticked off all the relevant items on this checklist prior to sending us your Transfer Request forms. This will help ensure that you have not missed anything that could lead to our rejecting your forms and causing delays.

For all transfers we require:

- ☐ Your completed Transfer Request form with Form W-9 (enclosed)
- ☐ A Medallion Signature Guarantee covering the value of the shares
- ☐ Original stock certificate(s) or Affidavit of Loss (if applicable)

**If you have lost a certificate(s), please contact us prior to sending in your transfer request to report the certificate(s) as being lost.**

If a transfer involves a **deceased investor**, also send:

- ☐ Affidavit of Domicile
- ☐ An Inheritance Tax Waiver (if required by the state of residence of decedent)