

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, Zip

Holder Account Number

\_\_\_\_\_

Company Name

\_\_\_\_\_

**Direct Registration Transaction Request Form**

Please mark one box only. This form is only applicable to shares held in Direct Registration (DRS)

**Sell All Shares \***  **OR** **Sell This Number Of Whole Shares \***

**Deposit The Enclosed Certificate(s)**

Quantity of shares to be deposited into your Direct Registration account.

Sales requests submitted on this *Direct Registration Transaction Request Form* will be processed as a batch order. Please see instructions on the reverse side for more information.

**Issue All Whole Shares**  **OR** **Issue A Certificate For This Number Of Whole Shares**

**Signatures:** The instructions given above must be signed by the registered holder. If held in joint name, both owners must sign. By signing, I/we agree to the terms and conditions of Direct Registration. If you have any questions, call the number above.

Signature 1 - Please keep signature within the box.

\_\_\_\_\_

Signature 2 - Please keep signature within the box.

\_\_\_\_\_

Date (mm/dd/yyyy)

Daytime Telephone Number

\* For sales requests for partnerships or corporations, please have your signature(s) medallion guaranteed or provide us with a certified copy of the corporate resolution dated within 180 days or a certified copy of the partnership agreement dated within 60 days.

**Medallion Guarantee Stamp** (Notary Public Is Not Acceptable)

IN THE EVENT YOU WISH TO MAKE A TRANSACTION TO YOUR ACCOUNT, PLEASE MARK ONE BOX ONLY.

IF YOU DO NOT WISH TO MAKE A TRANSACTION AT THIS TIME, PLEASE RETAIN THIS FORM FOR FUTURE USE. YOU ARE NOT REQUIRED TO TAKE ANY FURTHER ACTION.

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## How To Fill Out the Direct Registration Transaction Request Form

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**Sell** - To sell ALL shares, check the "Sell All Shares" box on the reverse side. To sell only a portion of the shares you hold, **DO NOT** check the "Sell All Shares" box; instead, indicate the number of shares you wish to sell in the "Sell This Number Of Whole Shares" box, and return to the address below. Sale requests submitted on this *Direct Registration Transaction Request Form* will be treated as a batch order and are generally processed no later than five business days after the date on which the form is received. A market order sale may be available by telephone or through Investor Centre at [www.computershare.com](http://www.computershare.com). Please contact us at the phone number listed on the reverse side or refer to the Terms and Conditions of Sales Facility in the Direct Registration brochure for more information concerning the types of orders available and fee details. Note: market orders and batch orders are subject to different fees. The IRS requires that we report the cost basis of certain shares acquired after January 2, 2011. If your shares are covered by the legislation and you provide a written request specifying a cost basis calculation method to be used when selling those shares, we will process as requested. If you do not specify a cost basis calculation method, we will default to selling shares in first in, first out (FIFO) order as shown on our system. Please visit our website or consult your tax advisor if you need additional information about cost basis. When selling through Computershare, you are unable to direct the time at which the shares may be sold and you are unable to select the broker through whom sales are made.

**Deposit** - Indicate the quantity of shares to be deposited in the "Deposit The Enclosed Certificates" box on the reverse side and mail your certificates with the *Direct Registration Transaction Request Form* to the address below. We recommend that you ship the certificates via courier service. Do not endorse the certificates. A confirmation of the transaction will be mailed to you for your records.

**Issue** - To request a certificate for **ALL** whole shares, check the "Issue All Whole Shares" box on the reverse side. To request a certificate for only a portion of the shares you hold, **DO NOT** check the "Issue All Whole Shares" box; instead, indicate the number of shares you wish to have certificated in the "Issue A Certificate For This Number Of Whole Shares" box, and return to the regular mail address below. **Enclose a check if required.** The IRS requires that we report the cost basis of certain shares acquired after January 2, 2011. If your shares are covered by the legislation and you provide a written request specifying a cost basis calculation method to be used when issuing those shares, we will process as requested. If you do not specify a cost basis calculation method, we will default to issuing shares in first in, first out (FIFO) order as shown on our system. Please visit our website or consult your tax advisor if you need additional information about cost basis. A certificate will be sent to you by first class mail. If fractional shares are all that remain in your account, they may be sold and the proceeds mailed to you.

**Cost Basis** - The IRS requires that we report the cost basis of certain shares acquired after January 1, 2011. If your shares are covered by the legislation and you sell or transfer the shares and request a specific cost basis calculation method, we will process as requested. If you do not specify a cost basis calculation method, we will default to the first in, first out (FIFO) method. Please visit our website or consult your tax advisor if you need additional information about cost basis.

**SSN/TIN Certified** - If your account is not certified, you must complete a W-9 or W-8BEN tax form or taxes will be withheld from any dividends or sales proceeds per Internal Revenue Service requirements.

**OTHER TRANSACTIONS** - To obtain forms for transferring your Direct Registration shares to another person or to make changes to your account, such as an address change, please call the telephone number or visit our website on the reverse of the form.

**MAIL TO:** Regular Mail: Computershare  
P.O. Box 43078  
Providence, RI 02940-3078

Courier or Certified Mail: Computershare  
250 Royall Street  
Canton, MA 02021