

# Direct Registration (DRS) Transaction Request Form



100 University Avenue, 8th Floor, North Tower  
Toronto, Ontario M5J 2Y1  
Telephone 1-800-564-6253  
www.computershare.com

## How To Fill Out the Direct Registration (DRS) Transaction Request Form

To enter certificates into your Direct Registration book entry position: Check the "Deposit" box below and mail your certificates with the Transaction Request Form to Computershare, Attn: Securities Transfer Department, 100 University Ave, 8th Floor, Toronto Ontario, M5J 2Y1. When sending certificates through the mail, we recommend the use of registered or certified mail. Do not endorse the certificates. A DRS Advice will be issued and mailed to the address of record.

### TO ELECTRONICALLY TRANSFER YOUR SECURITIES TO YOUR BROKER

If you wish to move securities from your DRS book entry position to your broker, your broker will require the following information from you to successfully complete this request:

- 1) A copy of your latest advice
- 2) Your Holder Account Number at Computershare (which can be found on your advice)
- 3) Your tax identification/social insurance number
- 4) Quantity of Unrestricted Securities in your DRS account at Computershare.

Your broker will send an electronic message to Computershare, who in turn will electronically transfer your book entry position to your broker.

### OTHER TRANSACTIONS

To obtain forms for transferring your securities to another person or to make changes to your account, such as an address change, please call 1-800-564-6253 or visit our website at [www.computershare.com](http://www.computershare.com).

Company Name

Holder Account Number

Registered Name in which account is held (eg. John Smith)

Apt. Street Number Street Name

City

Prov. / State

Postal / Zip Code

Country if outside Canada or the United States

This form is only applicable to eligible securities held in Direct Registration (DRS).

**Deposit the enclosed certificate(s) into DRS**

**Signatures:** The instructions given above must be signed by all registered holder(s). 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

**Privacy Notice:** Computershare is committed to protecting your personal information. In the course of providing services to you and our corporate clients, we receive non-public personal information about you - from transactions we perform for you, forms you send us, other communications we have with you or your representatives, etc. This information could include your name, address, social insurance number, securities holdings and other financial information. We use this to administer your account, to better serve you and our clients' needs and for other lawful purposes relating to our services. Computershare may transfer personal information to other companies in or outside of Canada that provide data processing and storage or other support in order to facilitate the services it provides. We have prepared a Privacy Code to tell you more about our information practices, how your privacy is protected and how to contact our Chief Privacy Officer. It is available at our website, [computershare.com](http://computershare.com), or by writing us at 100 University Avenue, 11<sup>th</sup> Floor, Toronto, Ontario, M5J 2Y1. Computershare will use the information you are providing in order to process your request and will treat your signature(s) as your consent to us so doing.