

Transfer Procedures To and By Executors & Administrators

1. **Evidence of appointment of Incumbency.** Where a fiduciary is:
 - (a) Court appointed, either of the following, dated within 60 days prior to the date of transfer,
 - i. A copy of the order or other court document of appointment, certified by a court official.
 - ii. A statement evidencing the appointment, certified by a court official.
 - (b) Not court-appointed, either of the following dated within 60 days prior to the transfer date.
 - i. A copy of the Last Will and Testament, which does not have to dated within 60 days.
 - ii. A statement by an acceptable financial institution to the effect that the person endorsing the security is the described fiduciary.
 - iii. Endorsement of the certificate(s) by the Executor or administrator with a Medallion Signature Guarantee by a commercial bank, trust, or brokerage firm.

2. **Evidence of Death.** A certified copy of the following:
 - (a) A death certificate or a probate certificate showing appointment of an executor or administrator for the decedent's estate.

3. **Inheritance Tax Waiver and Affidavit of Domicile.**
 - (a) Affidavit of Domicile or a statement of "no tax due" in lieu of an inheritance tax waiver.

4. **A Stock Power.**
 - (a) Complete with the executor's signature.
 - (b) A Medallion Stamp is required; you may obtain this from your local commercial bank, trust, or brokerage firm.

5. **The Original Certificate.**
 - (a) If you do not have the original certificate you must contact us at the number below.
A copy will not be accepted.

6. **A \$30.00 transfer fee made payable to Securities Transfer Corporation.**
 - (a) A check, money order, or a cashier's check will be accepted. US dollars please!

Please send everything to:
Securities Transfer Corporation
2591 Dallas Parkway #102
Frisco, TX 75034

Phone: 469-633-0101