

## 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**, all 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