



# LETTER OF INSTRUCTION

DTC Participant DRS Deposit/Withdrawal Request

To: Securities Transfer Corporation  
2901 N Dallas Parkway, Suite 380  
Plano, Texas 75093  
[stc@stctransfer.com](mailto:stc@stctransfer.com)

Re: Security Deposit/Withdrawal Request  
Direct Registration System (DRS) Deposit  
or,  
Direct Registration System (DRS) Withdrawal

Please accept this letter as authorization to receive a deposit/withdrawal transfer with the security delivered by DRS for the following shares or units in our custody or control. (for bonds, 1 unit = \$1)

**SECURITY ISSUER NAME**  
**CUSIP NUMBER**  
**NUMBER OF SHARES or UNITS**  
**DTC PARTICIPANT NAME**  
**DTC PARTICIPANT NUMBER**

That the client is requesting for Securities Transfer Corporation to complete this transfer with the security delivered by DRS from the DTC participants account.

*These shares or units are for credit to:*

**SHAREHOLDER NAME**  
**ADDRESS**

**TAX IDENTIFICATION NUMBER**

Sincerely,

Signed : \_\_\_\_\_

Name

Title

Phone

Email

Date