



Date \_\_\_\_\_

RE: \_\_\_\_\_  
Issuer Name

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**Transfer of Records from “Predecessor Transfer Agent”**

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Further to our appointment as successor transfer agent for the above, we require the following documents and files for the current company and all predecessors where applicable:

The following information should be sent to us electronically using MS Excel format.

1. Certified Shareholder List
  2. Outstanding Certificate Report
  3. Certificate History Report
  4. A list of all stop transfers and certificates bearing other restrictions
  5. NI 54-102 or general mailing lists
  6. A list of any accounts coded as suppress mail
  7. A detailed listing of any predecessor companies
- List of Capital Changes for the 12 months preceding.
  - Written confirmation of common shares issued and outstanding and that no further transactions will be effected as at the close of business of the effective date.
  - Details, if applicable, of any discrepancies/out-of-balances on the shareholders list.
  - All pending shareholders correspondence, legal and estate transfer files, lost certificate replacement files and supporting documentation.
  - Company History, including details of the nature of the transaction, basis for exchange, fractional share information, expiry of exchange, etc. for all predecessors.
  - Correspondence and documentation concerning placement/removal of “stop transfer” notations, adverse claims, as well as documentation supporting completed certificate replacement.
  - Details, if applicable, of any outstanding Mandated Escrow Agreements or Warrant Indentures, which includes date of agreement(s), names, certificate numbers and certificate denominations. Please advise at your earliest convenience as we may provide an Assumption Agreement, if practicable.

Please advise us as to when the records will be delivered to us or if you require further information.

Thank you.

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