

Dear Shareholder,

Re: Certificate(s) conversion into DIRECT REGISTRATION SERVICE (**DRS**)

In order to facilitate a request to convert your certificated shares to DRS, the following items are required:

- 1) **Cover Letter/Letter of Instruction** – A formal signed letter of instruction which includes the name(s), address, e-mail or phone number and confirms the mailing address or e-mail where the DRS is to be delivered. (Refer to attached template/form)

**\*The cover letter/letter of instruction ensures that all the information associated with your submission is clear and in case any questions do arise, you may be contacted accordingly.\***

- 2) **ORIGINAL SHARE/UNIT CERTIFICATE** – must be original. Photocopies will not be accepted.
- 3) **DRS Transaction Form** – this form must be completed in full. (Refer to attached form)
- 4) **Payment** – all submissions are billed upon receipt. An invoice will be included with your new DRS shares.

Further inquiries regarding the conversion process may be sent to: [tmxeinvestorservices@tmx.com](mailto:tmxeinvestorservices@tmx.com)

Best regards,

Investor Services

**TSX TRUST COMPANY**

E [tmxeinvestorservices@tmx.com](mailto:tmxeinvestorservices@tmx.com)

**Toll Free** 1 (866) 600-5869 *or* **Local/International** +1 (416) 342-1091

**F** +1 (416) 361-0470 (Attn: *Investor Services*)

To: TSX TRUST COMPANY  
Attn: Stock Transfer  
301 – 100 Adelaide Street West  
Toronto, ON M5H 4H1

**Re: Certificate Conversion to DRS**

The enclosed share certificate(s) is/are being submitted for conversion into DIRECT REGISTRATION SERVICE (DRS).

For any questions, the contact details are as follows:

|              |           |          |             |
|--------------|-----------|----------|-------------|
| SHAREHOLDER  |           |          |             |
| ADDRESS      | Number    | Street   |             |
|              | Town/City | Province | Postal Code |
| E-MAIL       |           |          |             |
| PHONE NUMBER |           |          |             |

Please send the new DRS to the same address or e-mail as above.

\*For special instructions

Please forward the DRS to an alternate address:

|              |           |          |             |
|--------------|-----------|----------|-------------|
| ATTENTION OF |           |          |             |
| ADDRESS      | Number    | Street   |             |
|              | Town/City | Province | Postal Code |
| E-MAIL       |           |          |             |
| PHONE NUMBER |           |          |             |

Yours Truly,

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Shareholder Signature

## Direct Registration Service (DRS) - Transaction Request Form

Please use a black pen when completing the information below and print in CAPITAL Letters inside the box areas. Please refer to your most recent DRS Transaction Advice or Statement for information related in completing this form.

Company/Issuer

Class of Shares



Registered Name in which account is held (e.g. John Doe)

Securityholder Account



Apt.

Street

Street




City

Province / State

Postal / Zip




Please mark one box only. This Form is only applicable for use with Direct Registration Service

☐

Deposit the enclosed certificate(s)

Quantity of securities to be deposited in to your DRS account

☐

Issue certificate

Quantity of DRS securities to be issued in certificate form

Please mark one box only. A completed and guaranteed Stock Power of Attorney is to be submitted with the below request.

☐

DRS Transfer (DRS to DRS)

Quantity of securities to be transferred to another DRS account holder. A DRS Transaction Advice will be issued.

☐

DRS Transfer (DRS to non DRS)

Quantity of securities to be transferred to another holder. A physical certificate will be issued.

Signatures: The instructions given above must be signed by all registered holder(s). If held jointly, both owners must sign. By signing, I/We agree to the terms and conditions of Direct Registration.

Signature 1 – Please sign within the box

Date



Signature 2 – Please sign within the box

Daytime Telephone

## **What is DRS?**

Direct Registration Service (DRS) is a service in which securities are owned, recorded and transferred electronically without issuing a physical security certificate. Instead of being represented by a physical security certificate, securities are held in registered form and recorded electronically on the books and records of the issuer, maintained by TSX Trust Company. This book-entry form of ownership permits securityholders to hold and transfer securities in a new way. Securityholders still have all the traditional rights and privileges afforded to securityholders, without the necessity of having a physical security certificate. A physical security certificate can still be issued upon request.

## **The DRS Advantage**

- Relieves the securityholder of the worry and responsibility of keeping track of valuable security certificates, not to mention the time and expense of replacing them if they are lost or misplaced.
- Under book-entry form of ownership, traditional voting and other rights and benefits as a securityholder remain the same.
- Physical security certificates representing all or a portion of the book-entry securities can be requested at any time.
- Book-entry securities can be transferred without surrendering a physical security certificate.
- Supports the Securities Industry's move towards certificate less ownership.
- Eliminates the maintenance cost of a secure place to keep your certificates.
- Has become the global standard for securities ownership.

## **Tracking your Securities**

Any movement of book-entry securities into or out of your DRS account will be reported by a DRS Transaction Advice mailed within approximately three business days of the transaction. A yearly DRS Statement will be issued by TSX Trust Company and upon request.

## **Physical Security Certificate**

To request a physical security certificate representing all or a portion of your DRS Securities at any time, complete a DRS Transaction Request Form and submit to TSX Trust Company for processing. A physical security will be mailed approximately three business days from the receipt of the request. A DRS Transaction Request Form can be downloaded from our website at [www.tsxtrust.com](http://www.tsxtrust.com).

## **Converting Certificated Securities to DRS**

To convert existing physical certificates to DRS, send the physical security certificate(s) along with this DRS Transaction Request Form to TSX Trust Company. No endorsements on the certificate are required. If delivered by mail, we recommend sending via registered mail. A DRS Transaction Request Form can be downloaded from our website at [www.tsxtrust.com](http://www.tsxtrust.com)

## **Transferring DRS Securities to or From a Broker**

*The broker must be a CDS Participant in order to use this feature*

If you elect to transfer securities from your DRS account to your broker, the broker can facilitate this request using the normal CDSX deposit process. Forward the completed Transfer Request above or a DRS Transaction Request Form available from our website and have your broker reference the below information:

- **Certificate Number:** Enter the word "DRS" preceding with the Securityholder Account number from your DRS Transaction Advice or Statement.
- **Registration:** Enter the registration as shown on the DRS Advice or Statement
- **Quantity:** Enter the quantity of DRS securities being deposited.

If you elect to transfer securities from your broker account to your DRS account, the broker can facilitate this request using the normal CDSX withdrawal process. This is achieved by selecting the DRS option on the CDSX withdrawal transaction and referencing the below information:

- **Denomination:** Enter the quantity of securities to be deposited to your DRS account.
- **Registration:** Enter the full registration particulars and as shown on your DRS Advice or Statement.
- **Memo:** Please indicate "DRS DEPOSIT - NO CERTIFICATE TO BE ISSUED"

## **Transferring your DRS Securities**

Should you wish to transfer your DRS securities, send your completed DRS Transaction Request Form along with your DRS Transaction Advice or Statement and a completed Stock Power of Attorney to TSX Trust Company for processing. A DRS Transaction Request Form and a Stock Power of Attorney can be downloaded from our website at [www.tsxtrust.com](http://www.tsxtrust.com). A physical certificate or a DRS Transaction Advice will be mailed approximately three business days after receipt of the request.

Please note that the Stock Power of Attorney must be endorsed by all registered holders and must be guaranteed by a Canadian Schedule 1 Bank or Medallion Signature Guaranteed by an eligible guarantor with membership in an approved Signature Guaranteed Medallion Program.

## **How to contact TSX Trust Company?**

Should you have questions regarding your DRS account, Advice or Statement or for general information, you may reach TSX Trust Company:

### **By Telephone:**

- (416) 342-1091 (local call). Shareholders outside of the 416 calling area in Canada, or in the U.S., can call 1 (866) 600-5869 (toll free)

### **By Email:**

- [TMXInvestorServices@tmx.com](mailto:TMXInvestorServices@tmx.com) or visit our website at [www.tsxtrust.com](http://www.tsxtrust.com)

### **By Mail:**

- TSX Trust Company  
301 - 100 Adelaide Street West  
Toronto, ON M5H 4H1  
Attn: Investor Services