

## Island's DRS Guide for Shareholders

### What is DRS?

DRS stands for Direct Registration System. If you own DRS shares, this means that you own book entry shares on the books of the issuer's transfer agent. If you would like your shares deposited into your brokerage account, your shares can quickly and easily be deposited electronically.

### How can I get my shares in DRS format?

If you currently hold a free-trading physical paper stock certificate, you can send your certificate in to Island Stock Transfer with a written request to change your certificated shares into DRS shares. We will cancel your physical shares and issue electronic DRS shares to you. We will then send to you a DRS Statement via e-mail, fax, or regular mail (please indicate your preference in your instruction letter). The fee for this transaction is \$25.00. Please make your check payable to Island Stock Transfer, and send your certificate(s), instruction letter, and payment to:

**Island Stock Transfer  
100 2nd Ave S, Suite 705S  
St. Petersburg, FL 33701**

If you do not currently have shares, but know that you will be receiving new shares from the issuer, you can contact the issuer in advance and request that your shares are issued via DRS instead of in physical certificate form. To do this, the issuer would simply indicate your preference on the issuance resolution that they send to us. Please be sure to advise the issuer if you would like your DRS statement sent to you via e-mail, fax, or regular mail.

### Once I have a DRS statement, how can I deposit my shares into my brokerage account?

You must contact your broker in order to initiate this transaction. Please instruct your broker to initiate a DRS deposit. Your broker will request a copy of your DRS Statement, our LPA Number (7900) and will also ask you to confirm the number of shares you would like deposited. Some brokers also request that you fill out a special request form for this, but this is something that varies from broker to broker. We would advise you to ask your broker what their specific requirements are for receiving DRS shares. Once you have satisfied the broker's informational needs, your work is done. Your shares will be deposited into your account as soon as your broker and transfer agent finish up the transaction on their end.

### What exactly does a broker do once I submit a request to deposit DRS shares into my brokerage account?

Behind the scenes, your broker will enter your request into a special system called PROFILE. This request is sent electronically to Island Stock Transfer. We will retrieve the request via PROFILE, review it for accuracy, and confirm the request if the information presented matches the information we have on file. Once we confirm the request, we will electronically deposit your shares into your brokerage account. Your shares should appear in your brokerage account within minutes or hours of our deposit.

### Can Island Stock Transfer as the transfer agent accept deposit instructions?

No. All deposits and withdrawals from brokerage accounts must be initiated by the broker. There is no need for you, as the shareholder, to submit anything to Island Stock Transfer.

### How are DRS shares different from DWAC or FAST processing?

DWAC and FAST is designed for paper certificates to be deposited electronically into brokerage accounts. While it ultimately does the same thing as a DRS deposit (get shares off the books of the transfer agent and deposited into a brokerage account), the process for accomplishing this is slightly different. In the case of a DWAC or FAST transaction, you would have to send your shares and a medallion guaranteed stock power to Island Stock Transfer prior to notifying your broker to initiate the transaction. The advantage of using DRS is that no stock power or paperwork needs to be submitted to Island Stock Transfer. The reason that DRS processing differs is essentially the PROFILE system that is used. PROFILE basically acts as an electronic medallion guarantee, protecting the broker and transfer agent from erroneous requests or processing. The PROFILE system replaces the need for a medallion guaranteed stock power.

**Can restricted shares be put in DRS format?**

No. Currently, only free-trading shares can be held as DRS shares.