



18 Lafayette Place ◇ Woodmere, NY 11598 ◇ (212) 828-8436 Main ◇ (646) 536-3179 Fax

**ISSUANCE INSTRUCTION FORM – NEW STOCK**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Class of Stock

VStock Transfer, LLC, stock transfer agent for the above class of stock for the above Company, is authorized by the Company, to issue the shares described below and increase the outstanding shares on the books of the Company.

Issuance Instructions

Please issue new shares to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

SS Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Shares: \_\_\_\_\_ Issuance Date: \_\_\_\_\_ Cost Per Share: \_\_\_\_\_

\*Reason for Issuance: \_\_\_\_\_ \*\*Restricted or Free Trading: \_\_\_\_\_

*(For additional recipients, or information, use the next page and follow the same format. Omitting some of the required information may result in a delay of the issuance.)*

Inclusive of the recipients listed above and on attached sheets, the number of outstanding shares on the control book of the Company is increased by \_\_\_\_\_ shares.

I, the undersigned, qualified officer of the above named company, do hereby certify that the above referenced issuance(s) is/are authorized by the Board of Directors of the Company. I also certify that the said authorization has not been in any way rescinded, annulled, or revoked, but the same is still in full force and effect.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*new stock purchase (NSP), services rendered (SR), employee plan (EP), security conversion (SC), other (O)  
\*\*All new stock is assumed to be issued under Rule 144 unless otherwise designated. Free-trading shares must be accompanied by a legal opinion and effective date.

**Certificate Delivery Instructions:** Method of Sending (check one) FEDEX \_\_ DHL \_\_ UPS \_\_  
Account Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_