

# Instructions for Completing This Stock Power

1. Complete name and address of the new registration/transferee. Please indicate within the registration if this is a:
  - a) Joint tenant account
  - b) Trust account – include name of trustee(s), title and date of trust
  - c) Custodial account
    1. Name of the minor and custodian
    2. Social Security number of minor
    3. Address of minor.
    4. State under which the uniform transfers/gifts to minors act was created
2. Social Security number or taxpayer identification number of the new registration/transferee.
3. Total certificate shares that are being transferred. If you do not have any certificate shares, write “none.”
4. Total dividend reinvestment shares that are being transferred. If you are transferring all dividend reinvestment shares, write “all.” If you do not have any dividend reinvestment shares, write “none.”
5. Fill in current registration of shares as it appears on the face of the certificate(s) or on your dividend reinvestment statement.
6. Fill in your current account number as indicated on your dividend check or dividend reinvestment statement.
7. If any shares being transferred are in certificate form, list the certificate number(s) printed on the upper left hand side of those certificate(s). This number will usually begin with one or more letters followed by a series of numbers. Shares that are held in the dividend reinvestment plan will not have certificate numbers.
8. Indicate whether you would prefer to have a new certificate(s) issued OR if you would prefer to have the shares deposited and held for safekeeping (dividend reinvestment plan account ONLY). Check with us at 212-509-4000, ext. 525, to verify that your company offers this option.
9. Signature(s) of current owner(s) must correspond EXACTLY with the name(s) appearing on the face of the certificate or dividend reinvestment statement. Please note that the signature(s) must be guaranteed by an Eligible Guarantor Institution such as a Commercial Bank, Trust Company, Securities Broker/Dealer, Credit Union, or Savings Association participating in a Medallion Program approved by the Securities Transfer Association, Inc. No other form of signature guarantee can be accepted.