



Making Shares Make a Difference

Shares Held in Certificate Form *Donation Instructions*

Step 1:

Endorse the back of your stock certificate and obtain a medallion guarantee. On the back of your stock certificate, you will find language providing for the transfer of your shares. Please fill out the form by adding the items indicated in bold letters:

“For value received, **I (or we, if you hold the shares jointly with someone else)** wish to sell, assign and transfer unto

ShareGift USA, 1040 First Avenue, #339, New York, NY 10022

(indicate number of shares being transferred) shares of common stock

Represented by the within certificate, and do hereby irrevocably constitute

Merrill Lynch

To transfer the said shares on the books of the named corporation with full power of substitution in the premises.”

Do not sign the back of the certificate without obtaining a medallion guarantee.

Take the certificate to your bank or brokerage firm and ask them to provide a medallion guarantee for your signature. To do this you must appear in person with a picture ID and evidence that you are a customer of the bank or brokerage firm, i.e. a bank or brokerage statement, just as would be required if you were signing the certificate for sale or other gift.

Step 2:

Fill out the attached Donation Form. Please fill out the attached form to indicate your name, address, phone number and the company name and number of shares that you wish to donate to ShareGift USA.



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Step 3:

Fill out the attached Letter of Instruction to Merrill Lynch indicating that you wish to donate the shares to ShareGift USA.

Step 4:

Send your completed stock certificate with medallion guarantee, your Donation Form and your Letter of Instruction to ShareGift USA at

ShareGift USA
1040 First Avenue, #339
New York, NY 10022

Please make a copy of all documents before mailing the originals. We recommend that you send the shares by registered mail or Federal Express.

After we have received your stock certificate(s), your Donation Form and your Letter of Instruction to Merrill Lynch, we will be able to transfer the shares into ShareGift USA's name.

Once we have received your shares in ShareGift USA's account, we will send you a receipt for tax purposes.

If you have any questions regarding the transfer of your shares, please call us at (212) 813 9677.



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Donation Form

Please print this form and send it to us.

Name: _____

Address: _____

Telephone: _____

E-mail: _____

I would like to donate the following shares through ShareGift USA.

Name of Company	Number of Shares
1.	
2.	
3.	
4.	

Signature: _____

Date: _____

Note: Share donations can only be accepted through ShareGift USA's account at Merrill Lynch.

Merrill Lynch PBIG
Attn: Edward Mcguinness
2 World Financial Center
35th Floor
New York, NY 10281

Dear Sir or Madam:

Let this letter serve as authorization for you to transfer the following shares to
Merrill Lynch #5198, DTC for the account of ShareGift USA, Account #2SD-07397:

Stock Name: _____

Number of Shares: _____

Certificate Number: _____

Signed:

Name and Address in Full:

(Your name must match exactly the name on the stock certificate(s))

Date: