

## Global Stock Plan Services Letter of Authorization for Direct Registration System (DRS) Transfer

### Please Enter all Required Information in English

This form may be completed online and then printed, signed and submitted to Morgan Stanley. The information you enter online will not be saved. You may also print the document and then enter the information manually.

### You MUST complete this section.

9 Digits (no dashes)

☐ SS Number \_\_\_\_\_ ☐ Global ID Number \_\_\_\_\_ or ☐ PUID Number \_\_\_\_\_

COMPANY NAME

3-DIGIT COMPANY NUMBER (OPTIONAL)

**Plan Type:** ☐ Stock Purchase ☐ Restricted Stock

### Part I—Personal Information

NAME OF ACCOUNT HOLDER—FIRST/GIVEN NAME

LAST NAME/SURNAME

NAME OF CO-ACCOUNT HOLDER—FIRST/GIVEN NAME

LAST NAME/SURNAME

PHYSICAL MAILING ADDRESS (P.O. BOX MAY DELAY PROCESSING)

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

PREFERRED TELEPHONE NUMBER

ALTERNATE TELEPHONE NUMBER

E-MAIL ADDRESS

### Part II—Instructions

**Please transfer my/our shares, using the following information** *(please verify this information with your broker):*

NAME OF TRANSFER AGENT

SS NUMBER OR TAX ID NUMBER (FOR THIRD PARTY TRANSFERS ONLY)

FULL ACCOUNT TITLE AT RECEIVING FIRM

ACCOUNT NUMBER AT RECEIVING FIRM (IF APPLICABLE)

NUMBER OF SHARES (WHOLE SHARES ONLY)

MAILING ADDRESS (FOR THIRD-PARTY TRANSFERS ONLY)

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

☐ **Check here to transfer ALL shares and liquidate any remaining fractional shares. Fractional shares cannot be transferred.**

(All available whole shares at time of transfer will be processed according to the above instructions. Fractional share proceeds will be mailed as a check to the mailing address on file.)

IF YOU WOULD LIKE US TO TRANSFER SHARES TO A THIRD PARTY OR TO AN ACCOUNT WITH A DIFFERENT NAME THAN YOUR MORGAN STANLEY ACCOUNT (SUCH AS A TRANSFER TO A TRUST OR A CHARITABLE DONATION): You must include an enlarged copy of the printed and signature side of a government issued photo identification document.

### Part III—Signature(s) (for joint accounts, both parties must sign and provide ID)

☐ Government ID; The signature must match the signature on this form.

ACCOUNT OWNER'S SIGNATURE (NO ELECTRONIC SIGNATURES)

DATE

ACCOUNT CO-OWNER'S SIGNATURE (IF APPLICABLE) (NO ELECTRONIC SIGNATURES)

DATE

**Important: Your form cannot be processed until we speak with you to verify. FORM EXPIRES 30 DAYS AFTER RECEIPT.**

Please mail or fax documents to:

**Fax No.: +1 614-467-4471**

**(By Regular Mail) Morgan Stanley, Global Stock Plan Services**

**P.O. Box 182616, Columbus, OH 43218-2616**

**(By Overnight Courier) Morgan Stanley, Global Stock Plan Services**

**4343 Easton Commons, Suite 300, Columbus, OH 43219**

Please allow 10–15 business days from receipt to process your request.

Contact Center Phone: 1-800-367-4777

GLOBAL STOCK PLAN SERVICES LETTER OF AUTHORIZATION FOR  
DIRECT REGISTRATION SYSTEM (DRS) TRANSFER  
(03/2020) GSPDRST