

# Morgan Stanley

## Global Stock Plan Services Letter of Authorization for Stock Transfer (Delivery to Non-US/Canada Financial Institutions Only)

### 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)

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

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

BEST CONTACT NUMBER(S) SHOULD ADDITIONAL INFORMATION BE REQUIRED

E-MAIL ADDRESS

### Part II—Instructions

**Please transfer my/our shares, using the following information (please verify this information below with your non-US financial institution. Any incomplete forms will not be processed):**

NAME OF RECEIVING NON-US/CANADA FINANCIAL INSTITUTION

NAME OF CONTACT AT RECEIVING NON-US FINANCIAL INSTITUTION (IF APPLICABLE)

FAX NUMBER OF CONTACT

EMAIL ADDRESS OF CONTACT

FULL ACCOUNT TITLE AT RECEIVING NON-US FINANCIAL INSTITUTION

PERSONAL ACCOUNT NUMBER AT RECEIVING NON-US FINANCIAL INSTITUTION

NUMBER OF SHARES (WHOLE SHARES ONLY)

**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 owners must sign and provide a copy of a government issued photo ID)

Government ID preferred ID is passport; 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**

**Contact Center Phone: 1-800-367-4777**

GLOBAL STOCK PLAN SERVICES LETTER OF AUTHORIZATION FOR STOCK TRANSFER  
(DELIVERY TO NON-US/CANADA FINANCIAL INSTITUTIONS ONLY)  
(03/2020) GSPDTCNU

## Instructions

Please use this form to transfer your shares to a non-US financial institution. This form may be completed online and then printed, but the information will not be saved. If printing the form and then completing, please type or print legibly using block letters. **Example:** A, B, C, 1, 2, 3. You will need the following information to process this request:

- **Completed Form**

- Designate the plan type
- Personal information (Exactly as it appears on your Account Statement)
  - Name of Account Co-Owner, if applicable
- Instructions
  - Receiving non-US financial institution's name and account information
  - Name of specific contact responsible for International Stock Transfers at non-US financial institution
  - Contact's telephone number and email address at non-US financial institution
  - Number of whole shares to be transferred
  - Your signature
    - Signature of Account Co-Owner, if applicable
- **Morgan Stanley will contact the receiving non-US financial institution for the following items**
  - US Custodian Bank Name
    - DTC Number
    - Receiving non-US financial institution's account number with US Custodian Bank
  - Trade Date and settlement date
  - Liquidation indication (if desired) of any fractional shares

- **Legible copy of a signed government issued photo identification document which shows printed name and signature. If you are faxing this document, please make sure the copy is not too dark as it will not transmit clearly. Documents which are not legible will not be accepted. You may want to make a larger and lighter copy of the identification, and return it with the Letter of Authorization.**

- Acceptable documents
  - Driver's license
  - Passport
  - Other government-issued identification card or document
- Unacceptable documents
  - Company ID card
  - Credit cards
  - Social Security card

Completed form and copy of signature verification can be either mailed or faxed to Morgan Stanley.

Section	Required	Comments
SSN, Global ID, or PUID	Yes	Enter your nine digit identification number. Please select from one of the following: <ul style="list-style-type: none"><li>• Social Security Number (SSN)</li><li>• Global Identification (GID)</li><li>• Personal User Identification (PUID)</li></ul>
Company Name	Yes	
Company Number	Optional	
<b>I—Personal Information</b>	Yes	Please enter your name, and account mailing address as it appears on your Morgan Stanley account statement. If this is a joint account, please enter the name of the account co-owner.
<b>II—Instructions</b>	Yes	Name and address of the non-US financial institution where you are transferring shares.
Receiving firm's name, and account number	Yes	Enter the name of the receiving non-US financial institution, the account title as it appears on your statement and your account number.
Contact at Receiving Firm/Contact Info	Yes	Please provide the name, telephone number and e-mail of a contact person within the receiving non-US financial institution's International Stock Transfer department.
Number of Shares	Yes	Please enter the number of shares you are transferring.
US Custodian Bank information	Optional	Morgan Stanley will contact your receiving non-US financial institution for this information.
Trade Date/Settlement Date	Optional	Morgan Stanley will contact your receiving non-US financial institution for this information.
<b>IV—Signature</b>		
Account Owner	Yes	
Account Co-Owner	Yes	Signature of account co-owner is necessary if you are transferring your shares <b>from</b> a joint account.

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**Morgan Stanley**

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