

MAILING OF SECURITIES TO MARYKNOLL SISTERS

1. Please mail the stock certificates to:

Maryknoll Sisters
Attention: Sister Imelda Bautista, Treasurer
P. O. Box 310
Maryknoll, NY 10545-0310

Please send the stock by registered mail. Make no entry whatsoever on the stock certificate(s).

2. Please send **one** signed stock power form for each stock issue, by regular mail, to:

Maryknoll Sisters
Attention: Sister Imelda Bautista, Treasurer
P. O. Box 310
Maryknoll, NY 10545-0310

The signature should be the same as the registration on the stock certificate.

The donor's signatures must be guaranteed by an officer of a commercial banking institution. **Therefore, only the donor's signature and signature guarantee should appear on the stock power form(s) and third party release form. The rest of the form should remain blank.**

3. This procedure is followed for security reasons. The mailing of unsigned stock certificates renders them non-negotiable since the stock power forms and third party release form have been mailed separately.
4. Upon receipt of the stock certificate(s) and stock power form(s) and third party release form at Maryknoll, the Treasurer will then make a decision as to whether or not the securities will be sold or retained in Maryknoll Sisters' portfolio.