



Stock Gift Checklist

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CORPORATION NAME
STOCK GIFTS AND TRANSFERS
[SERIES AND TYPE] STOCK

[DATE]

Document List

I. [DATE] - Gifts of [SERIES AND TYPE] Stock

Gift of [NUMBER] (____) shares of [STOCKHOLDER NAME] [SERIES AND TYPE] Stock.

Stock Powers reflecting the gift from [GRANTING STOCKHOLDER] to the following:

- a. [NUMBER] shares of [SERIES AND TYPE] stock to [NEW STOCKHOLDER].
- b. [LIST ADDITIONAL]

Stock Certificates cancelled and issued in connection with the above gifts.

- a. Cancelled Stock Certificate No. ____, in the name of [GRANTING STOCKHOLDER] for [NUMBER] (_____) shares of [SERIES AND TYPE] Stock.
- b. [LIST ADDITIONAL].

II. [DATE] - Transfers [SERIES AND TYPE] Stock

Transfer of [NUMBER] (____) shares of [STOCKHOLDER NAME] [SERIES AND TYPE] Stock.

- a. Stock Power reflecting the transfer by [SELLING STOCKHOLDER] of [NUMBER] shares of [SERIES AND TYPE] Stock to [NAME OF TRUSTEE], as Trustee of the [NAME] Irrevocable Trust u/d/t dated April 22, 1981.
- b. Stock Certificate cancelled and issued in connection with the above gift.

III. [DATE] - Stock Transfers to Voting Trust

Assignment of [NUMBER] shares (_____) of [SERIES AND TYPE] Stock issued and outstanding in the names of [NAMES], as Voting Trustee of the [NAME OF] Voting Trust Agreement Regarding [COMPANY NAME].

- a. Stock powers reflecting the assignment of the above [NUMBER] shares of issued and outstanding shares of [SERIES AND TYPE] Stock:

b. [NUMBER] shares of [SERIES AND TYPE] Stock by [STOCKHOLDER NAME] to [VOTING TRUST TRUSTEE], as Voting Trustee of the [NAME OF VOTING TRUST] Agreement Regarding [COMPANY NAME] established under an Agreement dated [DATED].

c. Stock Certificates cancelled and issued in connection with the above assignments:

Cancelled Stock Certificate No. ____, in the name of [STOCKHODLER NAME], for [NUMBER] shares of [SERIES AND TYPE] Stock.

Voting Trust Certificate No. __, for [NUMBER] shares of [SERIES AND TYPE] Stock.