



## Affidavit of Loss/Lost Certificate Instructions

For shareholders who have lost their shares. Please complete the following:

-Print and complete pages 1 & 2 of this PDF.

*\*Only complete page 3 if the current market value of the missing shares is greater than \$50,000.*

*\*\*if you are replacing shares for an estate, where there is no "probate documentation", please contact WST for additional forms.*

-Complete the pages indicated & notarize where applicable.

-There is a 2 ½ % "surety bond fee" for Affidavit of Loss shares, with a \$50.00 minimum. *(take the number of lost shares, multiply that number by the current market price, and then multiply that number by 2 1/2%. That is the fee to replace the lost shares. (i.e. 1000 shares x \$4.75 x 2 ½% = \$118.75)*

-All checks are to be made payable to Worldwide Stock Transfer, LLC.

-Mail original documents to WST, Attn: Lost Certificate Dept. One University Plaza, Suite 505 – Hackensack, NJ 07601.

**Notes:** If your shares are also being transferred, please note regular securities transfer rules still apply. Visit our "Leaning Center" at [www.wwstr.com](http://www.wwstr.com) for more information or call us at 201-820-2008.