



Issuer Requirements for a Reverse Split

-Issuer is to complete the WST “reverse split” notification form (*attached below*), which can also be found on our website at www.wwstr.com. The completed form should be faxed to 201-820-2010.

-Issuer is to complete regulatory approval forms via FINRA & NASDAQ; effective 12-1-08 (updated as of 9-27-10). Please refer to the following link below.....

<http://www.finra.org/web/groups/industry/@ip/@comp/@mt/documents/appsupportdocs/p122176.pdf>

-Issuer is to obtain a new CUSIP number by contacting the Cusip Bureau directly at www.cusip.com or at 212-438-6500. (*the new ticker symbol, where applicable will be provided by FINRA-NASDAQ upon approval of the corporate action*)

-New company certificates are to be ordered at least 1-2 weeks in advance of the effective date. (*Please contact WST at 201-820-2008 for more information and cost savings*)

-Issuer to review, sign & fax Reverse Split Agreement/Fee Schedule back to WST.

-Issuer is to provide the following legal documentation in regards to the reverse split/reclassification of stock.

- *Board Resolution
- *Opinion of Counsel (WST can provide a sample)
- *Certificate of Amendment to the Certificate of Incorporation
- *Amended Articles of Incorporation filed with the State of Incorporation
- *Updated Issuer Appointment Documents (WST will provide)

Notes

-If applicable, where fractional shares are not rounded, the issuer is to wire the “cash-in-lieu” funds to WST, at least 3 business days prior to the effective date of the reverse split. Please contact us at 201-820-2008 for wiring instructions.

-If applicable, Beneficial/Street shareholders will not receive any exchange materials or notices on mandatory exchanges such as a reverse split. Conversions/Exchanges will take place automatically through DTC; therefore the new shares and/or cash will be in the beneficial owners account on or about the effective date.

-If applicable, all registered owners materials such as the new certificate proofs, LT’s (exchange forms), return envelope and shareholder letters must be reviewed and approved by the issuer and WST before printing takes place.

-WST can print most of the related materials and can provide samples.

-Please note WST will automatically convert ALL registered owners “Book-Entry” shares (where applicable) as well as any treasury or reserve accounts, unless otherwise instructed.



Reverse Split Notification Form

Dear Client:

Please complete this form and fax it to 201-820-2008. Write "TBD" if current info is not available.

Current Company Name: _____

New Company Name; otherwise N/A: _____

Name/Title of Officer: _____ **Today's Date:** _____
(person authorized to sign this form)

Class of Stock & Par Value: _____
(common, preferred, ect.)

Effective Date: _____ **Rate:** _____

Current Cusip Number: _____ **New Cusip Number:** _____

Current Ticker Symbol: _____ **New Ticker Symbol:** _____

Fractional Shares Rounded Up or Down; otherwise N/A: _____

Cash-in-Lieu Rate on Fractional Shares; otherwise N/A: _____

Mail Date: _____ **Are Restrictive Legends to be Carried Over? Yes** ____ **No** ____
(please specify in counsel's opinion)

Enclosure(s): i.e. - LT/Exchange Form, Shareholder Letter, Q&A Guide, Return Envelope;
otherwise N/A: (WST recommends the issuer sends at least a one page detailed letter to the shareholders)

Printer of exchange mailing materials: ____ **WST** ____ **Other** (_____)
Printer's Name/Contact/Number

Destroy Old Certificates: Yes ____ **No** ____ **If "no", please specify reason:** _____

Special Instructions: _____

***Please note WST will automatically convert ALL "Book-Entry" shares (where applicable) as well as any treasury or reserve accounts, unless otherwise instructed by the issuer.**