

## **DIRECTION TO CANCEL**

### **Instructions**

The Direction to Cancel must be on corporate letterhead and have the following information contained therein:

- The certificate number, registration, number and class of securities to be cancelled.
- Statement that the securities were not “fully paid and non-assessible” and that the cancellation of these securities is not in violation of any applicable laws or regulations, including applicable securities laws and regulations, and exchange regulations..
- Signed by the appropriate number of officers or directors of the company as stated in the corporate by-laws. (The signators must also be on the Certificate of Incumbency that is on file at Equity.)

The securities must be provided with the Direction to Cancel and be endorsed and guaranteed by a Chartered Bank or a financial institution that is a member of a recognized Medallion Signature Program.

Equity Transfer will certify the number of securities issued and outstanding after issuance as required by Exchange rules.

< < < **COMPANY LETTERHEAD** > > >

**DIRECTION TO CANCEL**

**TO: EQUITY TRANSFER SERVICES INC.**

You are hereby authorized and directed to cancel, and accordingly reduce the capital of <<Name of Company>>, the undernoted share certificate(s) of the capital stock of \_\_\_\_\_ as the shares in question were issued in error.

We certify that the Company did not receive full consideration for these shares and accordingly they were never validly issued.

**Cert. No.**

**Registration**

**No. of Shares**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**COMPANY NAME**

Per: \_\_\_\_\_

Print Name & Title \_\_\_\_\_