

STOCK GIFTING CHECKLIST

On your Inter Vivos Transfer of Shares Affidavit, did you:

- Print your full legal name in the space at the top of the form?
- Correctly fill in your social security number, date of birth, address, and phone number?
- Correctly fill in the number and type of shares that you own?*
- IF the stock you own is represented by multiple stock certificates – original, inherited and/or gifted shares, or both “village” and “at-large” (non-village) shares – did you specify the type of shares that you wish to gift to each intended recipient? *
- Thoroughly complete the boxed section of the Gifting Affidavit with each recipient(s) full name, address, relationship to you, phone number, age, the custodian’s name and address (if applicable) and the number and type of shares you are gifting? *
- Sign and date your completed Gifting Affidavit in the presence of a notary public and ensure that the notary signed and dated the affidavit and affixed his or her seal?

NOTE: Information on the number and type of shares owned is available in the Qenek shareholder portal at <http://qenek.ciri.com> or from CIRI Shareholder Relations.

For the Acceptance of the Inter Vivos Gift of Stock Affidavit(s), did you:

- Verify that an Acceptance Affidavit is thoroughly completed by each intended recipient of the gift of stock or, for minors, by the custodian you named to manage the stock on behalf of the minor?
- If you intend to gift stock to a minor, verify that a Consent to Appointment as Custodian of an Inter Vivos Gift of Stock for a Minor Affidavit is thoroughly completed by the custodian you named to manage the stock for each such minor?
- Verify that each Acceptance Affidavit was signed in the presence of a notary public and ensure that the notary signed, dated and affixed his or her seal to each affidavit?
- Provide copies of the required birth certificate(s), marriage certificate(s), adoption decrees, etc. for each intended recipient of the gift of stock?
- Verify that Social Security Number Certification(s) are properly completed on behalf of each intended recipient of the gift of stock?

INCOMPLETE GIFTING PACKETS OR IMPROPERLY COMPLETED AFFIDAVITS WILL RESULT IN THE PACKET BEING RETURNED TO YOU FOR FURTHER ACTION.