

Confirmation of Appointment as Shareholder Transfer Agent

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Transfer Agent Name]

[Transfer Agent Address]

[City, State, Zip Code]

Dear [Transfer Agent Name],

We are pleased to confirm your appointment as the Shareholder Transfer Agent for [Your Company Name]. This letter serves as formal confirmation of the engagement effective immediately.

As our Transfer Agent, you will be responsible for maintaining accurate records of our shareholders, processing transfers of shares, and handling dividend disbursements, among other related tasks.

Please acknowledge receipt of this confirmation and confirm your acceptance by signing and returning a copy of this letter.

Thank you for your cooperation. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Accepted and Agreed:

[Transfer Agent Name]

Date: _____