

Shareholder Services

# Restricted Stock Administration

## *Processing Restricted Shares*

Mellon Investor Services has the experience to administer and process the sale and transfer of your restricted shares. Our expertise in Securities Transfer Association (STA) guidelines and dedicated resources for handling restricted shares allows our clients stress-free administration of their securities.

Mellon Investor Services has a fully staffed department dedicated to processing restricted stocks in book-entry and physical form. A sophisticated automated processing system, including optical scanning of all “surrendered” instructions, keeps permanent image records of all transactions. We legend new restricted shares and maintain all opinion-of-counsel records.

### **Key Benefits**

- *Accuracy* ~ Optical scanning of all “surrendered” instructions ensures their safety and permanence, helps reduce errors and increases efficiency.
- *Worry-free Administration* ~ Mellon Investor Services has the experience to handle sensitive issues and the flexibility to accommodate special situations. Expertise on STA guidelines facilitates secure and smooth processing of restricted shares.
- *Quality Service* ~ Industry-leading expertise, technological capabilities and commitment to service comprise the foundation on which Mellon Investor Services’ shareholder services are built.

### **Restricted Stock Administration**

Mellon Investor Services has a fully staffed department dedicated to processing restricted stock transactions and administering restricted shares.

### **Related Services**

- ACH Processing
- American Depositary Receipts (ADR)
- Book-Entry Services
- Co-Transfer Agent
- Custodial Services
- Dividend Disbursing Agent
- Escrow Services
- Global Shares
- IPO Services
- Principal Transfer Agent
- Rights Agent
- Secondary Offering
- Special Cash Distribution
- Stock Dividend
- Stock Split
- Warrant Agent



**Mellon**

*A Wealth of Solutions™*

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### **Regional Offices**

Atlanta, Chicago, Dallas, Hartford,  
Los Angeles, New York, Pittsburgh,  
San Francisco, Seattle, St. Louis