



American Association of Petroleum Geologists Foundation

STOCK GIFT PROCEDURES

Stock gifts are greatly appreciated and are an important source of support for the American Association of Petroleum Geologists Foundation (AAPG Foundation). Giving a stock gift is easy. The process is as follows:

You can either send your stock gift electronically using DTC 2170 or physically (mail).

- To execute an electronic transfer of your stock to the AAPG Foundation, please transfer stock to the AAPG Foundation account at The Commerce Trust Company by completing a gift letter and sending it to your brokerage firm. Transfer instructions are on the letter (see attached sample letter on page 2).
- If the stock certificate is held by individual(s) or if you choose to gift a physical certificate, the actual certificate can be mailed with a letter of instruction to deposit the certificate into the AAPG Foundation account at The Commerce Trust Company. Mailing instructions are on the sample letter on page 2. You will need to transfer ownership on the back of the certificate by writing American Association of Petroleum Geologists Foundation, Tax ID # 73-1298684 after the phrase "We hereby sell, assign and transfer to...". All persons listed on the front of the certificate as owners must sign to complete the transfer. All signature(s) must be medallion guaranteed, not notarized. Medallion signature guarantees are available at your bank or brokerage firm.

The date of your gift is the date that AAPG Foundation received the shares in its account. The value of the gift will be the average of the high and low prices on the day the gift was received into the AAPG Foundation account. You will receive written confirmation of the value and date of your gift for your income tax purposes.

If you have any questions, you can contact Tamra Campbell at the AAPG Foundation, 918-560-2644 or Stacey Winkelbauer at The Commerce Trust Company at 816-234-2529.

Please return a copy of your letter to:

American Association of Petroleum Geologists Foundation
PO Box 979
Tulsa, OK 74101

The Commerce Trust Company
ATTN: Stacey Winkelbauer
922 Walnut St., Mail Stop TBMZ-1
Kansas City, MO 64106

STOCK GIFT SAMPLE LETTER

(Date)

Your Broker's Name
Brokerage Firm's Name
Brokerage Firm's Address

Dear (Broker):

I, (donor's name), authorize you to transfer ____ (number of shares) shares of _____ (name and ticker of stock) from my account, _____ (brokerage account number). Please transfer these shares to the American Association of Petroleum Geologists Foundation (AAPG Foundation). The AAPG Foundation account information and transfer instructions are as follows:

- **DTC**

Participant # 2170 - The Commerce Trust Company
FBO: AAPG Foundation account # 75-0218-01-8
AAPG Foundation Tax-ID #73-1298684

- **PHYSICAL CERTIFICATE**

OVERNIGHT OR REGULAR MAIL:

The Commerce Trust Company
ATTN: Stacey Winkelbauer
922 Walnut St., Mail Stop TBMZ-1
Kansas City, MO 64106

Should AAPG Foundation or Commerce Trust Company need to contact you with for any reason I have included your information here:

- Broker phone number
- Broker email address

If you have any questions about this transaction, call me at (donor's phone number) or Stacey Winkelbauer at the Commerce Trust Company at (816) 234-2529 or Tamra Campbell with AAPG Foundation at (918) 560-2644.

Thank you for your prompt attention to this matter.

Sincerely,

(Donor's name)

Cc: AAPG Foundation
PO Box 979
Tulsa, OK 74101

The Commerce Trust Company
ATTN: Stacey Winkelbauer
922 Walnut St., Mail Stop TBMZ-1
Kansas City, MO 64106