

Checklist New Shareholder File

IMPORTANT: If you are a new shareholder, please furnish CFC with the following:

Birth Certificate(s)

CFC needs a copy of the appropriate birth certificate(s). Please refer to the Examples of Transfer Situations and Required Birth Certificates (below) to determine which birth certificates are needed. If you don't have a copy at home, contact the vital statistics or social services department in the state where the recipient was born.

Examples of Transfer Situations and Required Birth Certificates

- **Shares Gifted or Willed to a Child**
Your child's birth certificate
- **Shares Gifted or Willed to a Grandchild**
Your child's birth certificate (*the birth certificate of the parent of your grandchild*) and
Your grandchild's birth certificate
- **Shares Gifted or Willed to a Great Grandchild**
Your child's birth certificate (*the birth certificate of the parent of your grandchild*) and
Your grandchild's birth certificate (*the birth certificate of the parent of your great grandchild*) and
Your great grandchild's birth certificate
- **Shares Gifted or Willed to a Niece or Nephew**
Your birth certificate and
Your brother's or sister's birth certificate (*the parent of your niece or nephew*) and
Your niece's or nephew's birth certificate
- **Shares Gifted or Willed to your Brother or Sister**
Your birth certificate and
Your brother's or sister's birth certificate

Photo ID

Attach a copy of your photo ID. On some occasions a bank or other cashing agency calls the corporation for a description of a shareholder, i.e. in the event such shareholder does not have a bank account. It also stands as a document of identification for CFC's auditor to shareholder records and is used for internal auditing purposes.

Proof of Blood Quantum (check one)

Attach a copy of your

- Bureau of Indian Affairs (BIA) Enrollment Card or
- Central Council Tlingit & Haida Indian Tribes of Alaska (CCTHITA) Card.

Social Security Card

CFC needs a copy of your Social Security Card. If you don't have a copy at home, go online to <http://www.ssa.gov/ssnumber/> or contact your local Social Security office.

Affidavit of Mailing Address Form

Appointment of Custodian Form (if the new shareholder is under the age of 18)

W-9 Form

For More Information

Please contact Cape Fox Corporation Shareholder Services at 907.225.5163.
PO Box 8558, Ketchikan, Alaska 99901 • fax 907.225.3137 • capefoxcorp.com