



Office of the Treasurer
Securities Gifts Accounting & Administration
3451 Walnut Street, 430 Franklin Building
Philadelphia, PA 19104-6205
215-898-7254

Dear University of Pennsylvania Benefactor:

Thank you very much for making a gift of securities to the University of Pennsylvania.

If the physical stock certificate is registered in the donor's name, please forward the following to Penn:

Mail in a certified (or Fedex/UPS) envelope:

- 1. Physical stock certificate without any endorsement or assignment

Mail in a separate, regular envelope:

- 2. Executed (signed) stock power endorsed in blank
3. Short letter from the donor to University stating purpose of the gift.

If the physical stock certificate has been re-registered in the University's name, please forward the following to Penn:

Mail in a certified (or Fedex/UPS) envelope:

- 1) Physical Stock certificate without any endorsement or assignment.
2) Short letter from the donor to University stating purpose of the gift.

We will mail you these pre-addressed, pre-paid envelopes with the stock power. Contact Jean Suta at 215.898.7254.

IRREVOCABLE STOCK OR BOND POWER

For Value Received, the undersigned does (do) hereby sell, assign and transfer to

If Donating Stock, Complete This Portion
shares of the stock of
represented by Certificate Number (s) inclusive,
standing in the name of the undersigned on the books of said Company.

If Donating Bonds, Complete This Portion
bonds of
in the principal amount of \$ Number (s)
inclusive, standing in the name of the undersigned on the books of said Company.

The Undersigned does (do) hereby irrevocably constitute and appoint
attorney to transfer
the said stock or bond(s), as the case may be, on the books of said Company, with full
power or substitution in the premises.

Important: The signature(s) to this power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alteration.

Title Which Appears on Certificate ->
PERSON(S) EXECUTING THIS POWER SIGN(S) HERE
Title Which Appears on Certificate ->
PERSON(S) EXECUTING THIS POWER SIGN(S) HERE
Dated