

Baan o yeel kon Corporation
Inter Vivos Transfer of Shares
Instructions

Step 1.) The **Inter Vivos** Transfer of Shares Affidavit must be completed by you, the “donor” of the gift of stock. The Affidavit must be signed in the presence of a notary public.

Step 2.) The **Affidavit of Identity** must be completed by the recipient(s) if they are not already shareholders. If the recipient is a minor please complete the custodian section on back of form.

Step 3.) Baan o yeel kon Corporation is authorized to transfer your shares to only certain relatives of yours. In order to establish the relationship between you and the recipient(s) of the gift of stock you must furnish original certified birth certificates for each of *the recipient(s)*.

Baan o yeel kon Corporation cannot accept photocopies or notarized copies of birth certificates – original birth certificates will be returned.

Step 4.) After completing steps 1-3, please return your documents to Baan o yeel kon Corporation or mail them in the enclosed postage paid envelope.

Remember, Baan o yeel kon Corporation cannot process your gift request if ALL forms are not completed and returned to:

Baan o yeel kon Corporation
P.O. Box 74381
Fairbanks, AK 99707

It is your responsibility to provide all required documentation with your Inter Vivos Transfer of Shares Affidavit.

Example of Transfer Situations and Required Birth Certificates

Gift to Child

- Your child’s birth certificate

Gift to Grandchild

- Your child’s birth certificate; and
- Your grandchild’s birth certificate

Gift to a Great Grandchild

- Your child's birth certificate; and
- Your grandchild's birth certificate; and
- Your great grandchild's birth certificate

Gift to a Niece or Nephew

- Your birth certificate; and
- Your brother/sister's birth certificate; and
- Your niece/nephew's birth certificate

Gift to a Sister or Brother

- Your birth certificate
- Your sister/brother's certificate

Because transfers are processed in the order in which they are received, please allow approximately three (3) to four (4) weeks from the date upon which Baan o yeel kon Corporation receives all of the required documentation for your gifting transfer to be completed.