

Receipt of Share Certificate

Please fill out the following share certificate receipt and send it back to us in the enclosed stamped self-enclosed envelope. Please put your certificate in a safe and secure place. Thank you!

This is to acknowledge that I received ____ shares in certificate # ____ from our Corporation on _____.
Date

Investor Name

Receipt of Share Certificate

Review List

This review list is provided to inform you about this document in question and assist you in its preparation. Getting share receipts signed is important with regards to corporate formalities. It also serves to account for the location of stock certificates should a shareholder claim not to have received one and a replacement certificate must be issued. Both companies and investors tend to overlook the importance of issuing and having these certificates so this document serves as evidence, or lack of evidence, of the issuing and receipt of such documents.

1. Make multiple copies. Be sure the shareholder has one as well as the corporation in its minute book and another in the investor file.
2. Fill out the information as to number of shares, certificate number, and name of company prior to sending out the form.