

MUTUAL OPERATIONS**ADMINISTRATIVE SERVICES****Stock and Membership Transfers Outside Escrows – Mutual 2, 3, 5, 6, 7, 10, 15, 16, & 17**

1. Internal “Request for Stock Transfer Outside Escrow” form is completed by Member and submitted to Mutual’s authorized representative for approval (usually president or Vice President).
2. After approval of the transfer, the old certificates are cancelled, and new certificates and Occupancy Agreement area issued for signatures of the appropriate Board officers.
3. The certificates and a copy of the Occupancy Agreement area mailed to the Member by certified mail with a return receipt requested, completing the transfer.

The Stock Transfer Office also maintains a record of all transfers and information available.

<u>MUTUAL</u>	<u>ADOPTION</u>	<u>AMENDMENTS/RESCINDMENT</u>
1	08-1987	03-25-21 (See Procedure 01-7711-3)
2	08-1987	
3	08-1987	
4	08-1987	12-18-21 (See Rule 04-7711-1)
5	08-1987	
6	08-1987	
7	08-1987	
8	08-1987	02-24-20 (See Procedure 08-7711-3)
9	08-1987	11-13-17 (See Policy 7711.09)
10	08-1987	
11	08-1987	05-21-20 (See Procedure 11-7711-3)
12	08-1987	01-14-21 (See Procedure 12-7711-3)
14	08-1987	01-21-20 (See Procedure 14-7711-3)
15	08-1987	
16	08-1987	
17	08-1987	