

NAME CHANGE REQUEST

DATE

Mr. Joe Smith
Cheerful Corporation
1234 Happy Lane
Smiley Town, USA 12345

Re: Cheerful Corporation
Reverse Split and Name Change

Pursuant to the proposed reverse split and name change, this letter is intended to advise you of the various procedures and related fees associated with Corporate Stock Transfer, Inc.'s (hereinafter "CST") involvement in the referenced reorganizations.

CST's fee for processing the reverse split will be \$_____. Said fee compensates this agency for administrative expenses, the printing, and mailing of the Letter of Transmittal, issuance of new certificates, including postage and the printing and mailing of the Broker Letter.

1. **NEW STOCK CERTIFICATES:** Enclosed please find a specimen stock certificate for your review. Information reflected on the stock certificate should be reviewed as follows:
 - a. State of Incorporation
 - b. Par Value and capital authorization
 - c. Facsimile signatures of corporate officers and Cusip numbers
2. **CUSIP NUMBERS:** In order for CST to apply for a Cusip number, we must be in receipt of the proxy statement and the filing with the Secretary of the State.
3. **BROKER LETTER:** This is a short, memorandum type advise to the security dealers of record advising them of the stock split and providing them with a means by which to submit their old certificates for exchange. CST will draft, print, and mail this form.

**PRE-PAYMENT OF FEES ASSOCIATED WITH SPECIAL SERVICES IS
REQUIRED PRIOR TO THE DATE OF SERVICE.**

Please advise CST immediately once an effective date has been set for the reorganization. Also please provide this agency with a certified copy of the board minutes authorizing the changes and the filing with Secretary of State.

CST is available to assist you in any way possible to effectively make the required changes quickly and smoothly.

If you should have any questions, please do not hesitate to contact me.

Sincerely,
Carylyn K. Bell
President

Enclosure