

Mississippi Riverwood Associates, Inc.

Transfer Agent Policy

Policy number 3	Version 1
Drafted by P&P Committee	Passed by Board on 6/14/21
Responsible person Board of Directors	Scheduled Review Date 6/26

Introduction

Article V, Section 9 of the Bylaws provides for the appointment of one or more Assistant Secretaries by the Board of Directors.

Purpose

The purpose of this policy is to define the duties of an Assistant Secretary to act as Transfer Agent if determined to be required by the Board of Directors.

Policy

The Transfer Agent, if appointed, by the Board of Directors as permitted by the Bylaws, Article V, Section 9, shall perform the following duties:

1. Utilize the current approved transfer procedure to facilitate the transfer from an existing shareholder to the prospective shareholder and to present all information to the Board of Directors.
2. Maintain a record of rentals, calculate the percentage of rentals in accordance with the Bylaws, Article II, Section 9, and report to the Board of Directors.
3. Perform others duties as assigned by competent authority.

Authorization

By the Board of Directors

_____, President

Date _____