

MUTUAL OPERATIONS**ADMINISTRATIVE SERVICES****Stock and Membership Transfers Outside Escrows**

1. Internal "Request for Stock Transfer Outside Escrow" form is completed by Member and submitted to Stock Transfer. Here a system utilizing forms and other documents including financial and medical documents, has been instituted to determination that the potential Transfer Shareholder meets all established criteria. The responsibility for operation of said system resting on paid employees of the Golden Rain Foundation.
2. When step 1 is completed the "Request for Stock Transfer Outside Escrow" form is then given to the Mutual's authorized representative for approval and signature (usually president or Vice President).
3. 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.
4. 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>
NINE	11-13-17