



Eklutna, Inc.  
16515 Centerfield Dr., Ste 201  
Eagle River, AK 99577  
907.696.2828 Phone  
907.696.2845 Fax

## FORM 2.2

### INSTRUCTIONS FOR MAKING GIFTS OF STOCK

**Step 1.** You are a Shareholder in Eklutna, Inc., and you have informed the corporation that you wish to make a gift of some or all of your shares of stock in Eklutna, Inc. These forms call you the “donor” and the person that you are giving the shares to the “recipient.” These instructions will help you complete all of the necessary forms. First, you must complete Form 2.3 Affidavit for Gift of Shares. You must sign the affidavit in the presence of a notary public. Eklutna, Inc. has attached a copy of your share certificate to this form, and has completed some of the preliminary information for you. Please note that you must nominate a share custodian for each minor (someone under 18 years of age) that you name to receive a gift of shares. The custodian can be the minor’s parent, legal guardian, or other responsible adult. Even though you are the donor, you can name yourself as custodian. If your gift involves a minor, please proceed to Step 2(A); otherwise, go directly to Step 3(A).

**Step 2(A).** Anyone that you have nominated to serve as custodian for a minor must confirm his or her acceptance by completing Form 2.5 titled “Acceptance of Gift by Custodian,” consenting to appointment as Custodian of an inter vivos gift of shares for a minor child. If you have designated yourself as custodian, you must complete the form. The custodian must sign this form in the presence of a notary public and the notary must complete the notary block at the bottom of the form. If you are giving shares to more than one minor, there must be a separate Form 2.5 completed for each minor. By agreeing to serve as custodian for a minor, the custodian agrees to comply at all times with the requirements of the Alaska Uniform Transfers to Minors Act (AS 13.46.) The custodian is the person who will vote for directors until the minor is 18.

**Step 2(B).** Current applicable law requires Eklutna, Inc. to obtain the social security number for each of its Shareholders. Eklutna, Inc. uses Form 2.6 Social Security Number Certification. Each custodian for a person under the age of 18 who receives a gift of shares must complete a Form 2.6. Even if the same person is serving as custodian for more than one child under age 18, a separate Form 2.6 must be completed for each child. The form should be completed by the appropriate custodian and provide the minor’s social security number, not the custodian’s. If, in addition to giving shares to a minor, you are also giving shares to one or more adults, please proceed to Step 3(A), otherwise, go directly to Step 4.

**Step 3(A).** Each adult to whom you wish to gift shares must complete Form 2.4 titled “Acceptance of Gift by Recipient Aged 18 or Older.” The recipient must sign the form in the presence of a notary public and the notary must complete the notary block at the bottom of the form.

**Step 3(B).** Current applicable law requires Eklutna, Inc. to obtain the social security number for each of its Shareholders. Each adult to whom you wish to gift shares must complete Form 2.6 Social Security Number Certification unless that person is already an Eklutna, Inc. Shareholder.



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**Step 4.** Remember, ANCSA provides that Eklutna, Inc. is authorized to transfer your shares only to certain relatives of yours. In order to document that the persons to whom you wish to gift shares are permitted relatives under ANCSA, you must furnish to Eklutna, Inc. copies of the appropriate birth certificate(s) or other legitimate and acceptable proof to establish the relationship between you and the recipient(s) of the gift of shares. If you do not have a copy of a birth certificate, contact the Vital Statistics or Social Services department in the state where the recipient was born. In addition, if your name is now different from the name the corporation has on file for you, or if the name of any of the recipients differs from the name on his or her birth certificate, you must furnish a copy of the legal documents for the name change. This document may be a marriage certificate, divorce decree, adoption decree, or other legal document. Upon your request, any legal documents you furnish to Eklutna, Inc. will be returned to you.

#### **Examples of Transfer Situations and Required Documents.**

- Gift to your Child — Your child's birth certificate, or other legitimate and acceptable proof.
- Gift to your Grandchild — Your child's birth certificate, or other legitimate and acceptable proof (the birth certificate or other legitimate and acceptable proof of the parent of your grandchild); and your grandchild's birth certificate or other legitimate and acceptable proof.
- Gift to a Great Grandchild — Your child's birth certificate or other legitimate and acceptable proof (the birth certificate or other legitimate and acceptable proof of the parent of your grandchild); your grandchild's birth certificate or other legitimate and acceptable proof (the birth certificate or other legitimate and acceptable proof of the parent of your great grandchild); and your great grandchild's birth certificate or other legitimate and acceptable proof.
- Gift to a Niece or Nephew — Your birth certificate or other legitimate and acceptable proof; your brother's or sister's birth certificate or other legitimate and acceptable proof (the parent of your niece or nephew who is your sibling); and your niece's or nephew's birth certificate or other legitimate and acceptable proof.
- Gift to your Brother or Sister — Your birth certificate or other legitimate and acceptable proof and your brother or sister's birth certificate or other legitimate and acceptable proof.

If there has been an adoption, relinquishment or termination of parental rights that has altered or severed the legal relationship between you and the recipient, you and the recipient (or his/her guardian if the recipient is a minor) will also be asked to complete an affidavit setting forth the facts regarding your relationship. A third person who knows both you and recipient must also sign the affidavit. The Shareholder Relations Department will ask legal counsel to prepare the affidavit. Each affidavit will be different depending upon the facts of the relationship. Please contact the Shareholder Relations Department at Eklutna, Inc. ((907) 696-2828) if you think this applies to you.



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**Step 5.** ANCSA also provides that Eklutna, Inc. is authorized to transfer your shares only to persons who are Alaska Natives or descendants of Alaska Natives. If Eklutna, Inc. is unable to determine whether a person you have named to receive shares is an Alaska Native or a descendant of an Alaska Native, you will be asked to provide proof of the person's status. This may be with a BIA card or some other legitimate and acceptable proof. Eklutna, Inc. will contact you if it has questions about the donor's status as an Alaska Native or descendant of an Alaska Native.

**Step 6.** After completing the documents in Steps 1-5 above, please either bring them to the office or mail them to Eklutna, Inc., 16515 Centerfield Drive, Suite 201, Eagle River, Alaska 99577. If you mail your documents, please follow up with a call to Eklutna, Inc. to make certain they were received. Eklutna, Inc. will process your forms expeditiously.

**NOTE:** Eklutna, Inc. will prepare a new stock certificate for you showing the number of shares that you own after the gift is made, and will prepare new stock certificates for each person who receives a gift of stock from you. If you have your original stock certificate, you must return it to Eklutna, Inc. so that it can be canceled when the new stock certificates are issued. It is Eklutna, Inc.'s policy to keep all original stock certificates in the corporation's safe deposit box maintained at a local bank. Your new stock certificate will be placed in the corporation's safe deposit box and a copy will be sent to you for your records.