

Please see below the procedure to purchase shares:

1. A completed and signed order form.
2. Two (2) blank transfer forms signed by you as **transferee**. (Do not complete)
3. A certified copy of your Passport i.e the pages with your picture, signature and personal information.
4. A certified copy of your proof of address (Utility Bill or Bank Statement issued within the last 6 months)
5. A certified copy of your Proof of Income (Payslip or Job Letter issued within the last 6 months)
6. Taxpayer Identification Certificate (TIN) - This is only applicable to Guyanese Investors.
7. The remittance to cover the purchase.

Please note that;

- **All signatures for persons residing overseas must be witnessed by a Bank Manager or Guyana Consulate who should affix their stamp/seal and state their contact number and email address. Alternatively, you can visit our office with the above documents and one of our officers will witness the signatures.**
- **Copies of documents being submitted must be certified by the Bank Manager or the Guyana Consulate who witnessed the signatures. Their stamp/seal must also be affixed on the copies.**

Upon receipt of the above mentioned, we will put the order on board at the Stock Exchange. Subsequently, the shares may be traded only when there is a seller willing to sell at the price stated on your order form. The updates on share prices can be viewed at www.gasci.com.

The charges applicable to the purchase of shares are as follows:-

- Commission - 2% of the consideration (minimum \$3,500.00)
- Transaction charge - 0.425% of the consideration (minimum \$500.00)
- Transfer fee and stamp duty of \$120

Please see below the procedure to sell shares:

1. A completed and signed order form
2. Blank transfer forms signed by you as **transferor**. Please let us know the amount of shares to be sold, after which we will let you know how many are required.
3. The original share certificate(s) to cover the amount of shares to be sold.
4. A certified copy of your Passport i.e the pages with your picture, signature and personal information.
5. A certified copy of your Proof of Address (Utility Bill or Bank Statement issued within the last 6 months)
6. A certified copy of your Proof of Income (Payslip or Job Letter issued within the last 6 months)
7. Taxpayer Identification Certificate (TIN) - This is only applicable to Guyanese Investors.

Please note that;

- **All signatures for persons residing overseas must be witnessed by a Bank Manager or Guyana Consulate who should affix their stamp/seal and state their contact number and email address. Alternatively, you can visit our office with the above documents and one of our officers will witness the signatures.**
- **Copies of documents being submitted must be certified by the Bank Manager or the Guyana Consulate who witnessed the signatures. Their stamps should also be affixed on the copies.**

Upon receipt of the above mentioned, we will put the order on board at the Stock Exchange. Subsequently, the shares may be traded only when there is a buyer willing to purchase at the price stated on your order form. The updates on share prices can be viewed at www.gasci.com.

The charges applicable to the sale of shares are as follows: -

- Commission - 2% of the consideration (minimum \$3,500.00)
- Transaction charge - 0.425% of the consideration (minimum \$500.00)