

## Appendix C: Microcap Policy Trade-by-Trade Exemption Request Form

### Exemption for an execution in a particular Microcap Security

- Name of Issuer:
- Detailed description of the issuer's business, products/services offered, and source of revenue:
- Are there any negative news or suspicious information related to the issuer, its affiliates, or controls persons? Yes\_\_\_\_\_ No
  - If yes, please explain.
- Name of customer/shareholder:
- Are there any negative news or suspicious information related to the customer/shareholder or affiliated person/entity? Yes\_\_\_\_\_ No
  - If yes, please explain.
- How the shares were acquired:
- Was the stock paid for by the customer?
- Date of acquisition of the shares:
- Number of shares acquired:
- How much of the stock is owned by or under the control of the customer?
- Number of shares to be sold:
- Are the shares registered pursuant to an effective Securities Act registration statement?  
Yes No
  - If no, please provide the exemption:  
Note: For issuers that are exempt from registration due to the type of offering (i.e. Reg A, Reg D and Reg S), a review of the opinion of counsel, restricted stock legend, and offering materials is required.
- What relationship, if any, the customer has with the issuer or its control persons?
- How much stock has been sold by the customer?
- **Please attach evidence of your due diligence to this Exemption Request Form.**