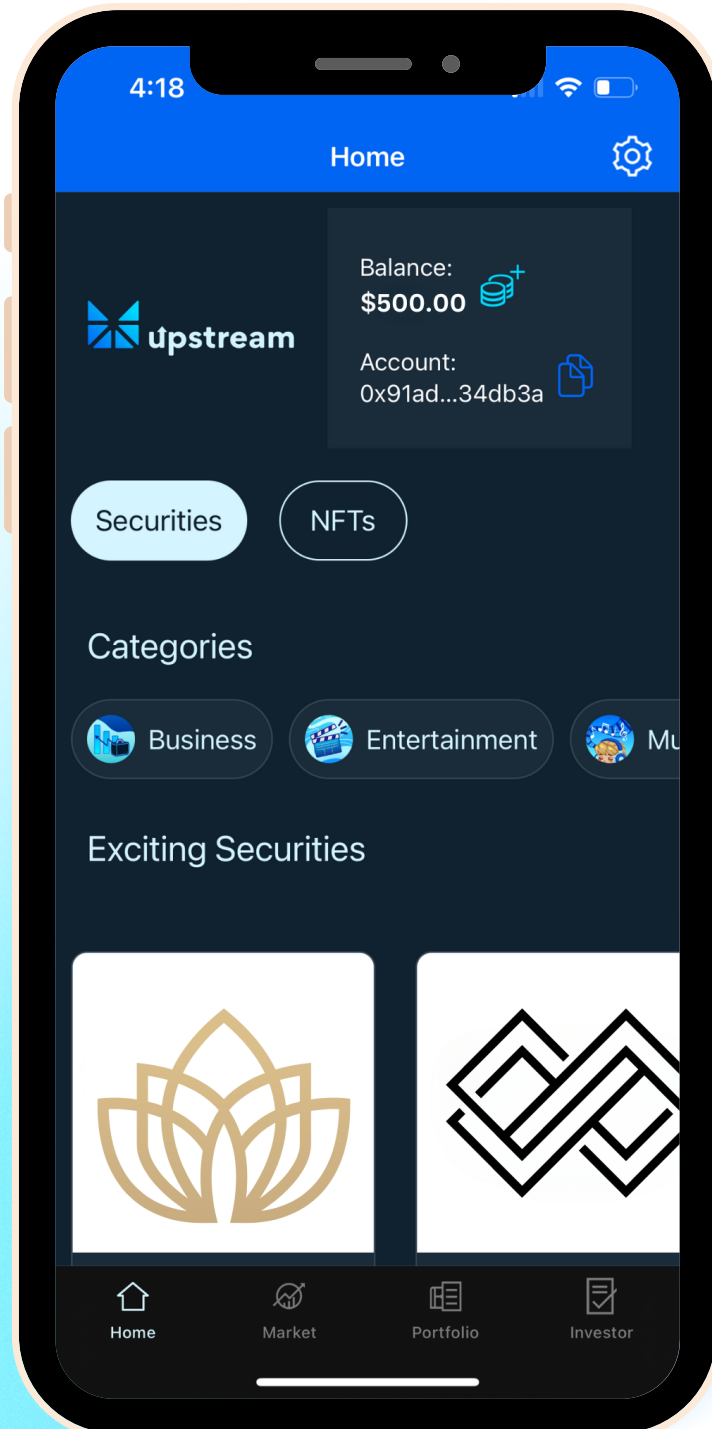


# HOW DO I TRANSFER SHARES TO UPSTREAM?

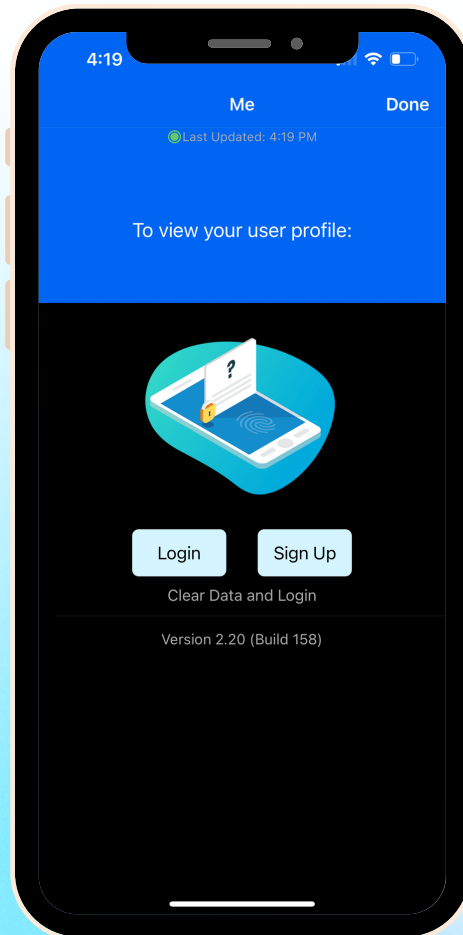


Depositing your shares into Upstream is easy! Upstream can accept the shares that you hold in your current brokerage account, shares that are held at the transfer agent in book entry, or your physical stock certificate.

**Here's how to deposit your shares, step by step.**

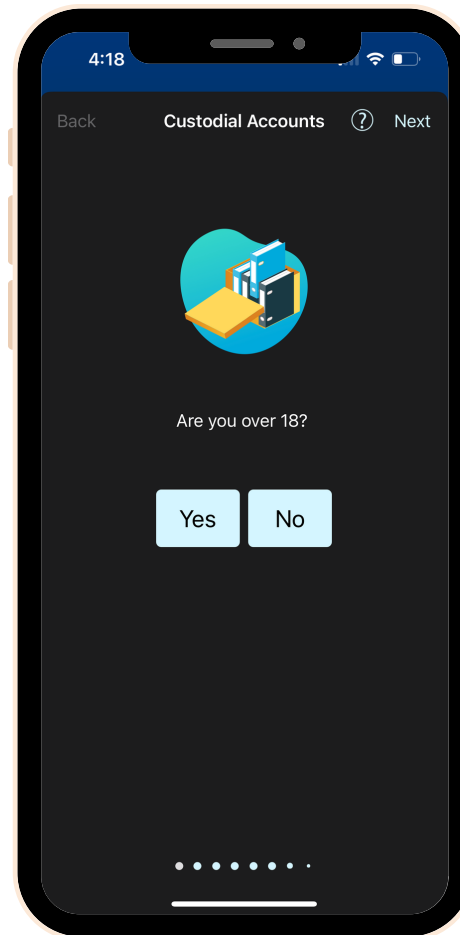
# STEP 1: CREATE AN ACCOUNT ON UPSTREAM & VERIFY YOUR IDENTITY

1



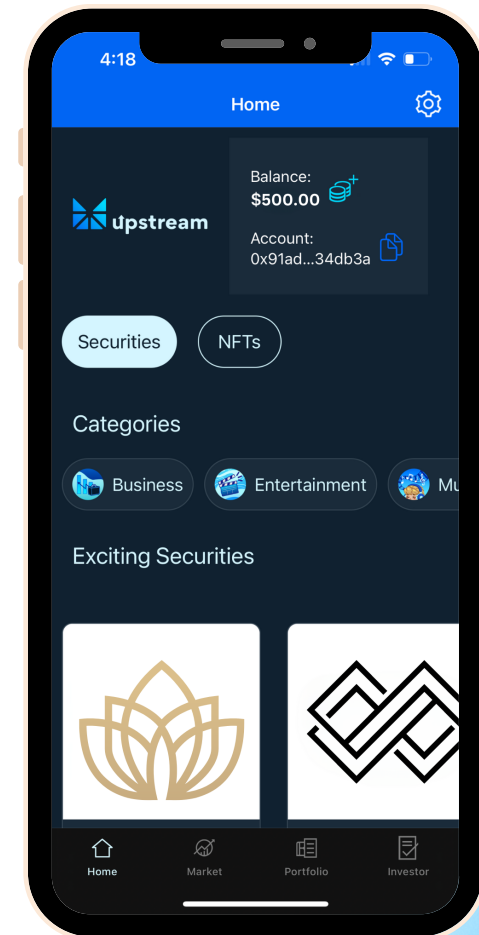
Download Upstream from your preferred app store at <https://upstream.exchange/> and tap **"Sign Up"**. This will create your blockchain profile and "signing key".

2



Complete KYC. To complete KYC identity verification, tap the "Settings" icon in the top right of the navigation, then tap "KYC". Be sure to have a valid form of ID and banking details handy. It's important that bank account information matches your name exactly.

3

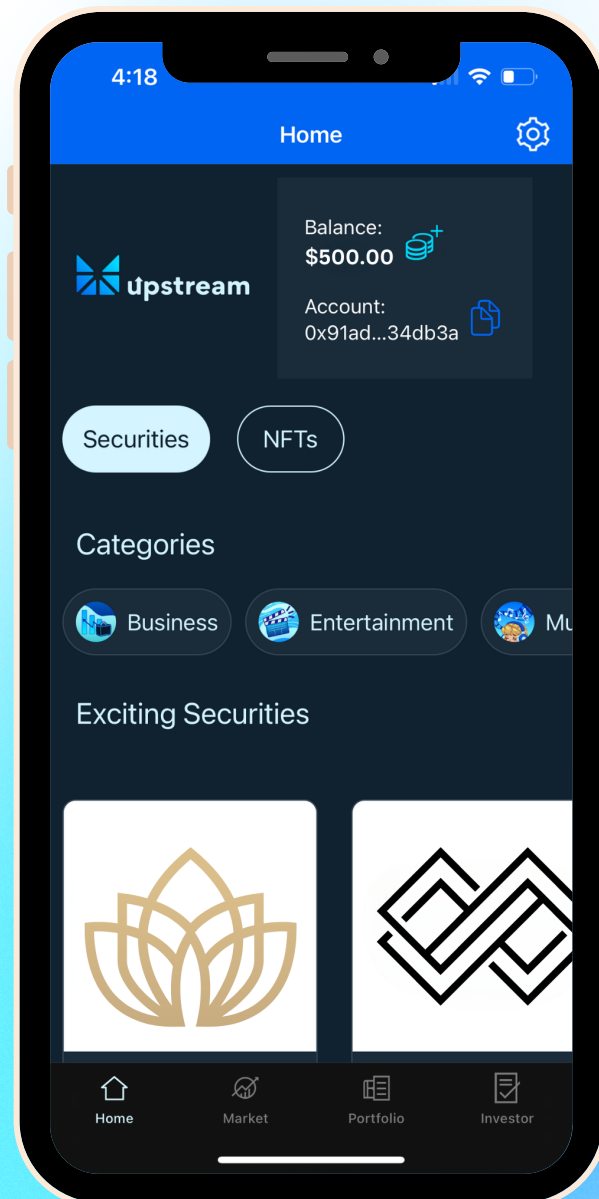


Once your KYC is approved, you're ready to move to the next step.

# STEP 2: DEPOSIT YOUR SHARES WITH THE TRANSFER AGENT

If your shares are already held at the transfer agent, you may skip this step and move on to Step 3.

If your shares are held in a brokerage account, please complete the following:



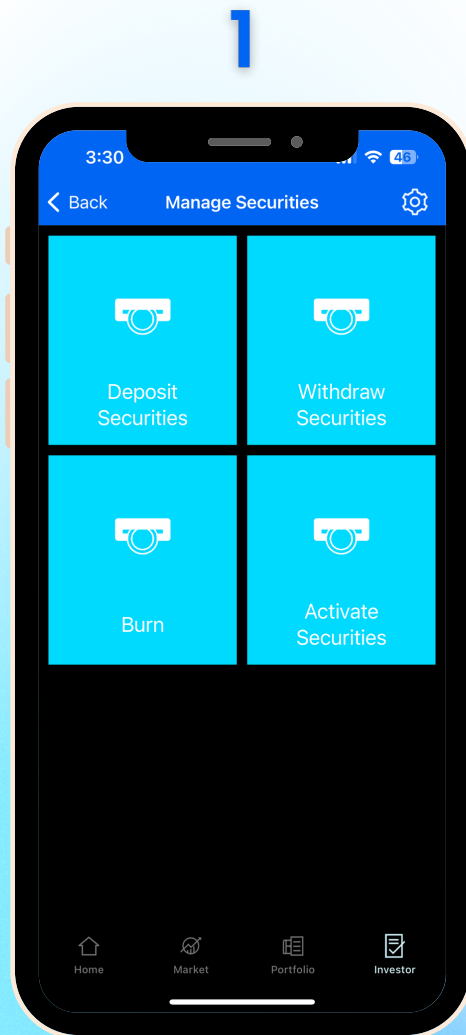
Contact your brokerage firm's customer service via email and let them know that you'd like to have your shares held as "**direct registration**" in "**book entry**" at the transfer agent. This MUST be done before shares can be deposited at Upstream.

- To find the issuer's transfer agent to contact, please visit the issuer's profile page on Upstream (<https://upstreambrochure-uat.azurewebsites.net/vciglobal>) or visit the issuer's investor relations page ([https://ir.v-capital.co/ir\\_faq/](https://ir.v-capital.co/ir_faq/)) for transfer agent contact details.
- The brokerage firm will know what to do, and they will let you know how long it will take, but typically you should allow 48 hours (Monday to Friday, excluding U.S. holidays) for them to process your request.
- Some brokerage firms may ask you to fill out their particular share transfer form. Contact us at [servicedesk@upstream.exchange](mailto:servicedesk@upstream.exchange) if you need assistance in completing a share transfer form from your brokerage firm.
- It is important that your name, address and social security number that your shares are registered under at the brokerage firm match the information that you provided when opening your account on Upstream. If your address at the brokerage firm is out of date, then you will need to update it with your brokerage firm BEFORE you transfer your shares to the transfer agent. NOTE, if the addresses do not match your address on Upstream, then your share deposit to Upstream will be delayed by the transfer agent.

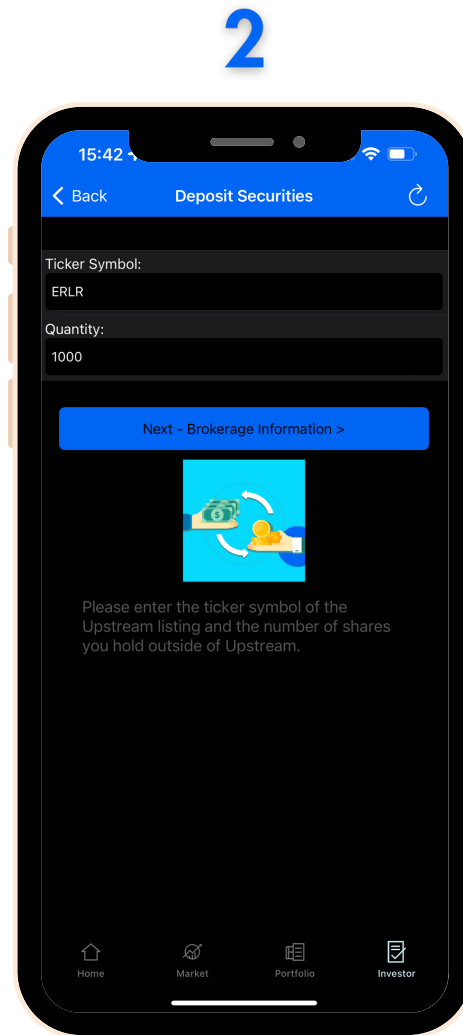
After receiving confirmation that your shares are with the transfer agent, you may initiate a request to deposit your shares on Upstream using the Upstream app (see **Step 3**).

# STEP 3: REQUEST TO DEPOSIT SHARES USING THE UPSTREAM APP

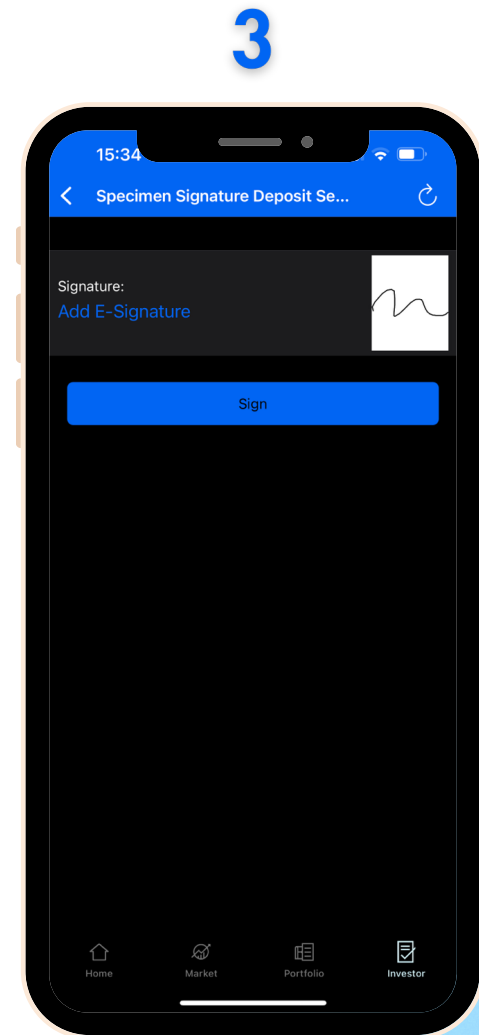
Please NOTE that the value of each share deposit request on the Upstream app may **NOT EXCEED \$100,000**. This value is determined by the closing price of the security on the previous trading day multiplied by the number of shares being deposited.



Open Upstream app, tap "Investor", "Manage Securities", "Deposit Securities". Next, select the Company's Ticker Symbol and then enter the Number of Shares you're requesting to deposit. Tap "Next".

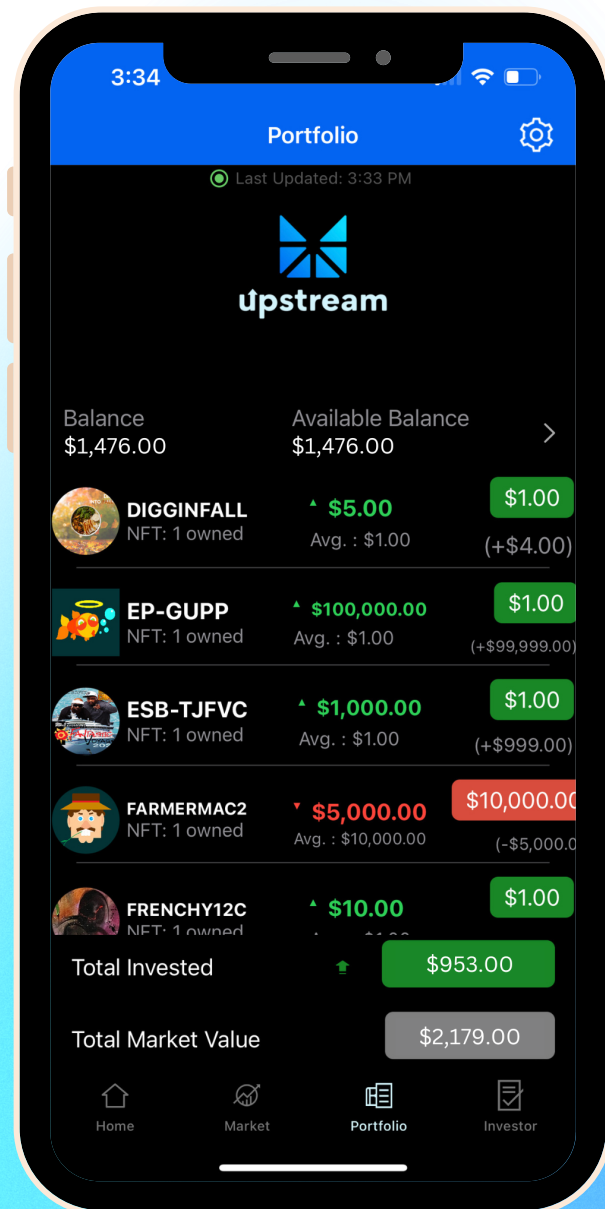


Confirm whether your shares are free trading or restricted and, optionally, enter your brokerage firm name and brokerage account number, and tap "Next".



Finally, tap "Add E-Signature", sign your name on the screen using your finger, tap "Done", and then tap "Sign".

# STEP 4: YOU'RE READY FOR TRADING ON UPSTREAM



After the completion of deposit request on Upstream, shareholders will receive via email an executed deposit form to submit to their current brokerage firm to initiate a withdrawal to the transfer agent. Shares will not be transferred without notifying the current broker and requesting a withdrawal.

Once the transfer is complete, you will receive a push notification in the Upstream app and see the share deposit in your Upstream Portfolio.

Please NOTE, if shares are not yet listed, they will not be available for trading until listing day.

View your shares anytime, anywhere in your Upstream Portfolio.

For more information on trading, visit Upstream's Support Center (<https://upstream.exchange/SupportCenter>).