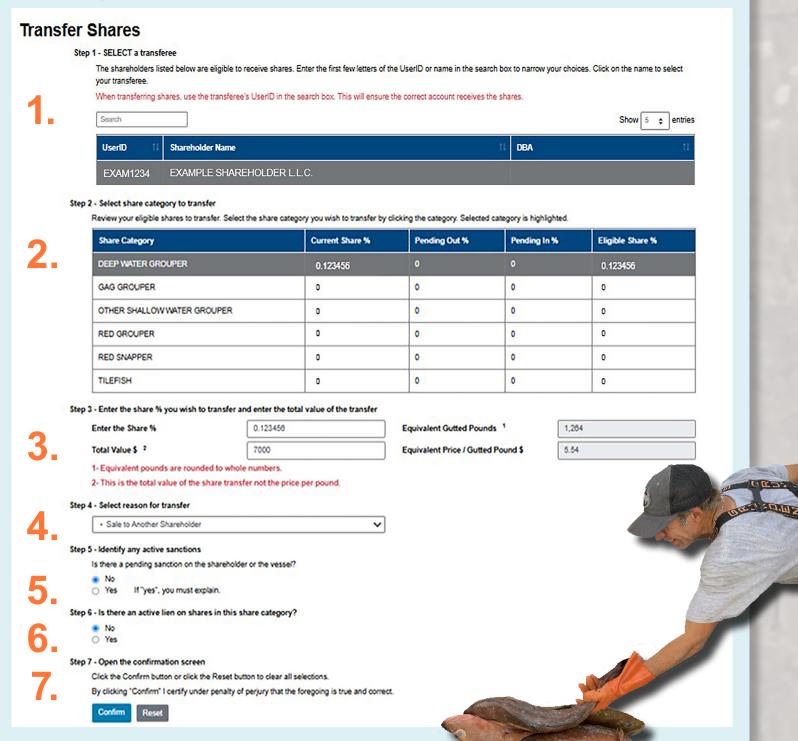
## How to Complete Transfers Part II: SHARES

In order to initiate a share transfer, click on the "**Shares**" tab at the top blue banner and select "**Transfer Shares**" from the drop-down menu. Then, follow the steps described on the next page to complete the transfer.



## 1. Select a transferee.

Enter the UserID of the account you wish to transfer shares to in the search box. This will ensure the correct account receives the shares. When the account name appears in the table below, click on it so that it becomes highlighted in gray.

- 2. Select the share category you wish to transfer and click on it so that it becomes high-lighted in gray. You may only transfer shares from one share category at a time. Transferred Shares can not exceed the amount listed in the Eligible Share % column. Eligible shares are your Current Share % minus any shares listed in Pending Out %, and do not include shares listed under Pending In %.
- 3. Enter the percent of shares being transferred and the total price for the transfer (Total Value \$). Shareholders are also prohibited from selling shares that would reduce the account's shares fewer than the amount needed to repay an overage in the following fishing year. Accurate price (total value) information is critical to evaluate the IFQ program. The system will display your share transfer in Equivalent Gutted Pounds and Price / Equivalent Gutted Pound \$.
- 4. Select the reason for transfer from the drop-down menu. The options are: Sale to Another Shareholder: Sold to an unrelated account Transfer to Related Account: Sold to an account in which you are a full or partial owner Bartered Trade for Shares: Bartered or traded shares for one share category to receive shares for a different share category Bartered Trade for Allocation: Bartered or traded shares from one share category to receive allocation from a different share category Package Deal: Purchased shares in conjunction with another purchase (e.g., purchased vessel with shares, purchased shares with Gulf Reef Fish commercial fishing permit)
  - Gift: Given free-of-charge to another shareholder

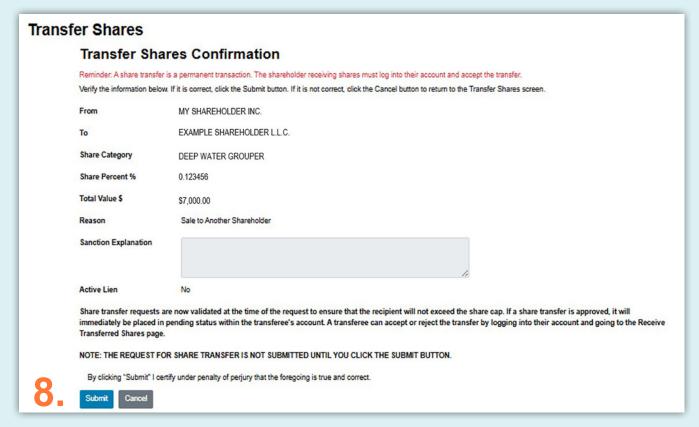
    Loan Program: Shares obtained through the Fisheries Finance Program

    No Comment: Shareholder does not wish to disclose the information
- 5. Click "Yes" or "No" to indicate if the transferor is subject to any sanctions.

  An IFQ shareholder subject to a sanction is prohibited from initiating a share transfer.

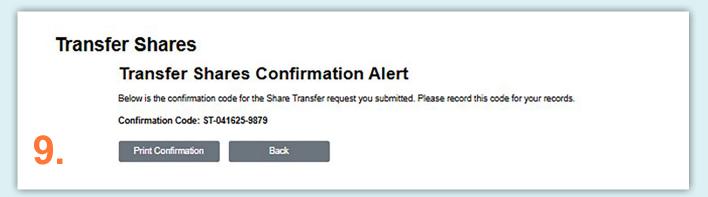
  An IFQ shareholder who is subject to a pending sanction must disclose in writing to the transferee the existence of any pending sanction at the time of the transfer. Select 'Yes' if there is a pending sanction and provide explanation of the sanction in the text box.
- **6.** Click "Yes" or "No" to indicate if the transferor has an active lien on the share category being transfered. An IFQ shareholder who has an active lien on the share category being transferred is prohibited from initiating a share transfer for that share category. Shareholders with an active lien on the share category they are transferring must select "Yes". Otherwise, shareholders who do not have an active lien can select "No".

- 7. Review the information entered. If all the information entered is acurate, click the "Confirm" button to open the Transfer Shares Confirmation page. To clear all selections, click the "Reset" button.
- 8. Click the "Submit" button to complete the request for a share transfer.



**NOTE:** A share transfer is <u>not complete</u> until it has been accepted by the transferee. All share transfers are first vetted by Catch Share Program staff to ensure the approval of the transfer will not result in exceeding a share cap. Then, the transferee must accept the shares one share category at a time.

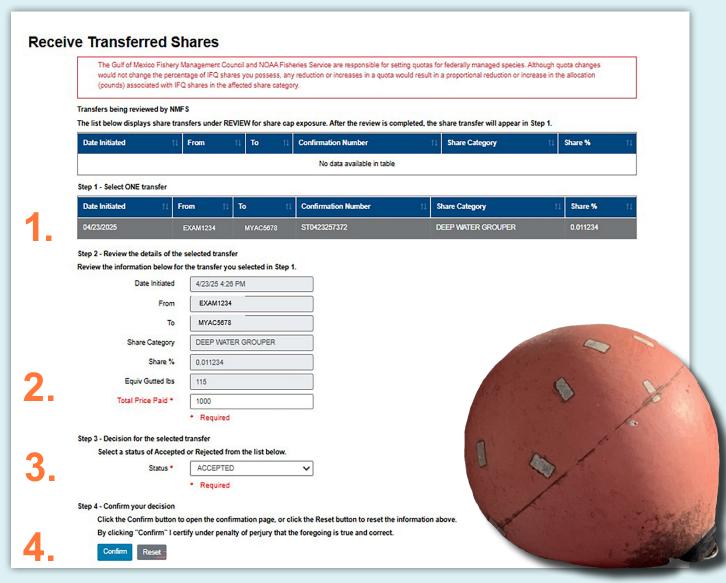
**9.** The "Transfer Shares Confirmation Alert" page will appear and you will be provided a twelve-digit share transfer Confirmation Code in the following format: ST-MM/DD/YY-XXX. Please use this confirmation code for any discussion with Catch Shares Customer Support.



## **Accepting Transferred Shares**

In order to complete a share transfer request, the transferee must accept the shares. After logging into their shareholder account, the transferee will click on the "Shares" tab at the top blue banner, select "Receive Transferred Shares", and complete the following:

- 1. Click on the row for the share transfer which you would like to accept, highlighting the row dark gray. This will automatically populate the rows in Step 2 with the data for the share transfer. You may only accept shares from one share category at a time.
- 2. Enter the total price paid for the shares.
- 3. Review the share transfer data above and if it is accurate, select "ACCEPTED".
- 4. Click on the blue "Confirm" button.



Laslty, the "Receive Transferred Shares Confirmation" page will appear. Click on the blue "Submit" button. If the transferee does not accept the shares within 30 days, the transaction will be cancelled and all pending shares will remain in the shareholder account who initiated the share transfer.

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