



CONFIDENTIAL INFORMATION

# Stock Transfer Form

The Procter & Gamble Company  
Shareholder Services  
Po Box 5572  
Cincinnati OH 45201-5572  
800-742-6253 (US and Canada) or 513-983-3034

## YOUR INFORMATION

Name as Currently Registered on Your Shareholder Account

Your Mailing Address

Your City State Country ZIP/Postal Code

( )  
Your Daytime Phone Number Your Shareholder Account or Taxpayer ID Number

Please sign below, in the presence of a Medallion Signature Guarantor, exactly as your name(s) appears on your account (see back of form for more information)

X  
Shareholder Signature Date

X  
Joint Owner Signature (if applicable) Date

SIGNATURE(S) OF AGENT(S) (IF Not Registered Owner) – MUST CHECK CAPACITY OF AGENT BELOW. TRANSFER WILL BE REJECTED IF CAPACITY NOT CHECKED.

- X \_\_\_\_\_ X \_\_\_\_\_
- Administrator  Conservator  Executor  Guardian
- General Partner  Personal Representative  Surviving Joint Tenant
- Appropriate Person by Small Estate Affidavit  Corporate Officer
- Power of Attorney  Minor Who Has Reached Age of Majority
- Beneficiary under TOD  Successor Custodian (due to death)
- Successor Trustee (due to death) – Tax waiver or A.O.D. attached
- Successor Trustee (other than death – eg: resignation/amendment)
- Designated by Court Order (not due to or related to death)

If shares are transferred due to a death, a tax waiver (if applicable) or Affidavit of Domicile must be included with the transfer

I hereby irrevocably constitute and appoint P&G Shareholder Services as my attorney-in-fact to transfer the following shares on the books of The Procter & Gamble Company with full power of substitution, and hereby sell, assign, transfer and convey the shares shown below:

- SIP Shares \_\_\_\_\_
- Certificate Shares \_\_\_\_\_ \*\*See reverse for mailing instructions.
- DRS Shares \_\_\_\_\_
- Transfer "ALL" shares (Transferring "ALL" shares will close your account.)

To process your transfer, your signature(s) must be guaranteed by an approved signature medallion guarantee program pursuant to SEC Rule 17AD-15. Eligible programs include STAMP, SEMP and MSP.

PLACE MEDALLION STAMP HERE:

Guarantor - Ensure surety bond covers transfer value

## RECIPIENT INFORMATION

Please complete one Type of Account for Recipient (complete only ONE of the five below):

PLEASE PRINT LEGIBLY

<p><b>1. INDIVIDUAL/JOINT*</b></p> <p>Name _____</p> <p>Joint Owner (if any) _____</p> <p>Joint Owner (if any) _____ <small>* Assumes joint tenants with rights of survivorship.</small></p>	<p><b>3. TRUST</b></p> <p>Trustee(s) _____</p> <p>Name of Trust _____</p> <p>Date of Trust _____</p> <p><b>PLEASE NOTE: When transferring to a trust registration, a copy of the original trust agreement and amendments must be included or the transfer WILL BE REJECTED.</b></p>	<p><b>4. CUSTODIAN FOR A MINOR</b></p> <p>Name of Custodian (one only) _____</p> <p>Name of Minor _____</p> <p>Minor's State of Residence _____</p>
<p><b>2. CHARITY/ESTATE/OTHER</b></p> <p>Name of Organization/Registration _____</p>		<p><b>5. TRANSFER ON DEATH (TOD)</b></p> <p>Name of Owner _____</p> <p>Beneficiary Name (one only) _____</p>

Social Security/Taxpayer ID Number of Recipient (if custodian account, list social of minor) \_\_\_\_\_

Mailing Address of Recipient (Statements and other account information will be sent to this address):

Street \_\_\_\_\_

Date of Birth of Recipient

City State Zip/Postal Code

( )

Daytime Phone Number

Does the RECIPIENT of the shares have an existing account? No Yes, Account Number (if known): \_\_\_\_\_

Type of Shares After Transfer:

- Safekeep shares in SIP (Reinvest Dividends)
- Safekeep shares in DRS (Cash Dividends Only)

Issue a Stock Certificate and Mail to: Recipient OR Back to Me

If you have questions about how this plan collects and uses your personal information, please contact us to obtain a copy of our full "Shareholder Investment Program Privacy Statement."

**PROCTER & GAMBLE IS A PAPERLESS LEGALS AGENT (PLA)**

The Procter & Gamble Company Stock is Direct Registration Eligible

## WHAT P&G SHAREHOLDER SERVICES REQUIRES TO PROCESS A TRANSFER REQUEST

### All Transfers

- Signature of entity requesting transfer must be Medallion guaranteed\* by an eligible guarantor institution. If signer of request is other than owner, they MUST state the capacity in which they are signing.
- For decedent transfers, an inheritance tax waiver form (if required by state) or a properly notarized Affidavit of Domicile. (Please contact the state department of taxation or revenue to determine if you need to provide an inheritance tax waiver from state tax authorities before the assets in the deceased's estate can be transferred). This requirement is imposed by state law. Guarantors do not retain tax waivers which should be attached to the Stock Transfer Form.

\*Eligible guarantor institutions include banks, savings and loans, broker-dealers or credit unions that are currently members of a Signature Guarantee Program approved by The Securities Transfer Association (currently STAMP, SEMP, and MSP). Before having the signature on the Stock Transfer Form Medallion guaranteed, we recommend you contact the financial institution to confirm the supporting legal documentation you should bring with you that is required for the institution to apply an approved guarantee. **GUARANTOR INSTITUTIONS ARE REQUIRED TO MAINTAIN ALL LEGAL PAPERWORK THAT SUPPORTS THE AFFIXING OF THE MEDALLION.**

## GENERAL TRANSFER INFORMATION

The transfer of securities is a legal act. Owners or their agents should obtain expert advice.

Transfers require that a new account be established unless transferring to an existing registered account. The new account owner should submit IRS form W-9 or taxes on disbursements will be withheld.

Investment Plan shares that are transferred are automatically enrolled with full dividend reinvestment unless instructed otherwise by the new account owner.

For share transfers through the DTC Direct Registration System (DRS), instruct your broker to initiate the transfer transaction.

Do not endorse Certificates – send them via courier or registered mail insured. If certificates are lost, contact Shareholder Services at 1-800-742-6253.

When sending in your request, be sure to complete the following:

- Include certificates, if any. Do not endorse or sign the certificates. Delivery is at your risk. We suggest you insure certificates for at least 2% of the market value.
- Provide the completed Stock Transfer Form with signature(s) Medallion guaranteed.
- For deceased shareholders, you must provide an inheritance tax waiver (if required) OR a properly notarized Affidavit of Domicile.
- DO NOT MAIL SUPPORTING LEGAL DOCUMENTATION OTHER THAN THE FOLLOWING (when required): INHERITANCE TAX WAIVER, AFFIDAVIT OF DOMICILE OR TRUST PAPERS.
- Mail the transfer request to P&G Shareholder Services
  - Mail – PO Box 5572, Cincinnati OH 45201-5572
  - Courier – Shareholder Services, 1 P&G Plaza, Cincinnati OH 45202

**Procter & Gamble Shareholder Services will not review or return any documentation which supports a signature guarantee.**

The size of transactions eligible for the Paperless Legal Program are limited, as described in our *Paperless Legals Guidelines*, a copy of which may be obtained upon written request to us at the above addresses.

**ATTACH ALL CERTIFICATES TO BE TRANSFERRED**  
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