



# Stock Transfer Process

## Shareholder Joint Ventures (JV, LP, LLP, LLLP, LLC or other entity type)

- Partners meet with Lawyer to decide on entity name and ownership type
- A Partnership agreement is drawn up
- Entity name is filed with Secretary of State (ND or MN)
- Federal Tax ID / EIN is applied for and obtained by the GP or Lawyer
  - ACSC requires evidence of filing
- Shareholder completes Request for Share Transfer – New Shareholder Information form
- GP contacts Agriculturist to request stock transfer
- GP submits Request form, Agreement & EIN confirmation to Agriculturist or Shareholder Accounting
- Agriculturist enters Stock Transfer Authorization
- Shareholder Accounting receives authorization request and necessary documents; begins reviewing
- Shareholder Accounting contacts GP, Agriculturist or Broker for clarification when needed
- Shareholder Accounting prepares Stock Transfer Application
- Stock Transfer Application Packet is mailed to Seller/Limited Partner or 3<sup>rd</sup> party broker
- Executed Partnership Agreement is submitted to Fredrikson Byron PA for review
- Completed Packet is returned to Shareholder Accounting
- Shareholder Accounting reviews for completeness and prepares transfer request for board approval
- Board approves or denies Stock Transfer
  - Shareholder Accounting notifies Ag Staff, and 3<sup>rd</sup> party brokers via email
  - Confirmation notices mailed to Shareholders along with passwords for grower portal access
- Annual Contract can be signed

2026 Crop Year Board Meetings & Stock Transfer Deadlines			
	Board Meetings	New Partnerships Deadline (Executed Agreement & EIN due to Shareholder Accounting)	Transfer Application Paperwork Deadline
December Meeting	December 3rd	Monday, November 10th	4pm - Thursday, November 20th
	January 21st	Monday, December 29th	4pm - Thursday, January 8th
	February 25th	Monday, February 2nd	4pm - Thursday, February 12th
	March 25th	Monday, March 2nd	4pm - Thursday, March 12th
	April 22nd	Monday, March 30th	4pm - Thursday, April 9th
	May 27th	Monday, May 4th	4pm - Thursday, May 14th
Final Stock Transfers	June 24th	Monday, June 1st	Noon - Thursday, June 11th

**Request for Share Transfer**  
New Shareholder Information  
(Entities)

Shareholder Name: \_\_\_\_\_

EIN: \_\_\_\_\_ (Copy of IRS Confirmation Required)

State of Organization: \_\_\_\_\_

Date Organized (Filed with State): \_\_\_\_\_

(Please attach a copy of the joint venture/partnership agreement, if any)

Shareholder Contact Name: \_\_\_\_\_

(This person is authorized to sign contracts on behalf of the Shareholder)

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

I agree to receive official notices and sign documents by email:    Yes         No

Cell Phone #: \_\_\_\_\_

Cell Phone Carrier: \_\_\_\_\_

Type of Entity:

- |  |  |
|--|--|
| <input type="checkbox"/> General Partnership   | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> LLP                   | <input type="checkbox"/> LLLP                |
| <input type="checkbox"/> Corporation           | <input type="checkbox"/> LLC                 |
| <input type="checkbox"/> Joint Venture         | <input type="checkbox"/> Trust               |
| <input type="checkbox"/> Other (Specify) _____ |  |

Number of Preferred Shares to be transferred: \_\_\_\_\_

Who is the selling/transferring shareholder? \_\_\_\_\_

**Shareholder Ownership Certification**

Shareholder hereby certifies the following persons are all who have a direct or indirect ownership interest in Shareholder:

**Name of Participants/Owners**

**Address**

_____	_____
_____	_____
_____	_____
_____	_____

For any shareholder participant/owner that is an entity (not a natural person), the names of the second tier participants/owners are as follows:

**Entity Name**

**Entity Owners**

**Address of Entity Owners**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Shareholder hereby certifies that (1) the information provided herein is true and correct as of the date hereof; and (2) the persons identified above include all beneficial owners of, and all persons with a beneficial interest in, the Shareholder; and that there are no other parties with a direct or beneficial ownership interest in Shareholder.

**Shareholder**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

Return completed form to your Agriculturist or Shareholder Accounting: [shareholder@crystalsugar.com](mailto:shareholder@crystalsugar.com)