

FSC Transfer Letter

Please provide this letter to your current management company informing them of your intention to transfer your FSC to Export Assist. This letter should be printed on your company letterhead and be signed by an officer of the FSC. In addition, fax a copy of it to Export Assist at 888-894-8366 and we will contact you upon receipt.

Date

Contact
Present Management Company
Address
City, State Zip

Re: FSC Name and Account Number (if any)

Dear (Contact),

Please be advised that I am transferring the management of my FSC account to [choose the jurisdiction where your FSC is located: Export Assist International Services Corp. / Export Assist (Barbados), Ltd. / Export Assist (Bermuda), Ltd.] located at (see office address below). As such, I request your complete cooperation with Export Assist's requests and instructions. Furthermore, please prepare my financial records for transfer as soon as possible.

(My representative) from Export Assist will be contacting you directly to prepare for and facilitate my transfer. Should you have any questions, please do not hesitate to contact (Export Assist representative's name) at (telephone number).

Thanking you in advance for your prompt attention to this matter and your consideration and cooperation as well.

Sincerely,

Authorized FSC Officer

cc: Export Assist Representative

Export Assist office addresses:

USVI
Export Assist International
Services Corp.
5144 Dronningens Gade, Suite 300
P.O. Box 8560
Charlotte Amalie, St. Thomas
USVI 00802

Barbados
Export Assist (Barbados), Ltd.
Whitepark House
White Park Road
P.O. Box 806E
Bridgetown, Barbados

Bermuda
Export Assist (Bermuda), Ltd.
The Continental Bldg-Penthouse
25 Church Street
P.O. Box HM 2005
Hamilton HM HX, Bermuda