

# Book Entry Share Ownership through a Direct Registration System Question and Answers

### What is Direct Registration System (DRS)?

Direct Registration is a method of recording shares of stock in book-entry form. Instead of being represented by a physical share certificate, your IDEXX shares are held in your name and recorded electronically on our records, which are maintained by our transfer agent, EQ. Shares held in book-entry have all the traditional rights and privileges of shares held in certificate form.

#### What are the benefits of DRS?

Book-entry through Direct Registration System (DRS) is becoming the preferred method of share ownership (and required by NASDAQ registered companies) because it:

- Eliminates the risks and costs associated with paper certificates such as storage, safety of securities and replacing lost or stolen certificates; and
- Permits electronic share transactions between your broker or dealer and EQ.

### How do I participate in DRS?

If you currently hold share certificates, they are still valid and you do not need to take any action. If you would like, you can direct that existing physical certificates be converted to book-entry shares at any time by sending your physical share certificates, along with a letter of instruction, to EQ at the address listed below. No endorsements on the certificate are required. The method of delivery of certificates is at your election and risk. If delivered by mail, we recommend you send your certificates by registered, insured mail. A DRS Transaction Advice Form will be mailed to you within 72 hours of receipt of your request.

## How do I keep track of my book-entry shares?

You will receive a statement or confirmation detailing any activity affecting your book entry shares shortly after a transaction has taken place. You may also request an additional statement at any time by contacting EQ.

#### What happens if I lose my DRS statement(s)?

Unlike stock certificates, the DRS statement is not a negotiable instrument, so there is no replacement fee. You can request a replacement statement at any time by contacting EQ.

## How can I get stock certificates for my book-entry shares?

You can request a physical share certificate representing all or a portion of your IDEXX full bookentry shares at any time. To request a certificate for your book-entry shares, you may call EQ, visit their Web site or prepare a written instruction letter and mail it to EQ at the address listed below. A physical share certificate for your full shares will be mailed to you within approximately two business days of receipt of your request.

# Book Entry Share Ownership through a Direct Registration System Question and Answers *continued*

## How do I transfer my DRS shares to my brokerage account?

- If your broker is a participant in the DRS Profile system, your broker may request your shares from EQ utilizing the automated profile system (EQ's DTC Participant Number is 7805). You must provide your broker with IDEXX's CUSIP number (45168D104), your shareholder account number, your taxpayer identification number and the name in which the shares are registered. You must also provide your broker with the number of shares that you wish to transfer. Please be advised that your broker may request that you send him/her a copy of the statement of your book-entry shares with EQ.
- If your broker is not a participant in the DRS Profile system, please write to EQ at the address listed below, instructing EQ to credit your brokerage account. You must include your EQ account number, the name of your brokerage institution, your brokerage account number and the number of shares that you wish to transfer. Your letter of instruction must be signed by all owners listed in the account registration and the signatures must be guaranteed by a bank, broker or other financial institution that is a member of a Securities Transfer Association-approved Medallion program such as STAMP, SEMP or MSP. It would speed processing if you include a copy of the statement of your book-entry shares with EQ. Please coordinate with your broker to ensure that they will accept share delivery via the Direct Registration System.

#### How do I contact EQ?

EQ

6201 15th Avenue Brooklyn, NY 11219

Attn: Shareowner Services

Telephone: 1-800-937-5449 (toll free).

Shareholders outside of the U.S. and Canada can call 1-718-921-8124.

www.shareowneronline.com

