



# Letter of Instruction Form

Account Number \_\_\_\_\_ Name \_\_\_\_\_

Social Security Number or Tax ID Number \_\_\_\_\_ Phone Number (Day/Evening) \_\_\_\_\_

**Please check the requested action(s)**

**Add telephone redemption privileges to my account\***

**Add telephone exchange privileges to my account\***

\*As I have agreed to add telephone exchange and/or redemption privileges, I authorize BNYM Asset Servicing Inc. to honor telephone instructions for my account. Neither Matthews Asia Funds nor BNYM Asset Servicing Inc. will be liable for properly acting upon telephone instructions believed to be genuine.

**Address Verification/Returned Mail Stop Removal** (Medallion Signature Guarantee required)

Registration \_\_\_\_\_

New Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Transfer Request** (Medallion Signature Guarantee required)

Current Registration \_\_\_\_\_

New Registration — I am requesting that the registration of the above named current account be re-registered in the following manner: (A new account application must be completed and enclosed for the new registration)

**Other Request** (Medallion Signature Guarantee may be required. Please contact our Shareholder Services team to determine if one is required.)

**By mail:**  
Matthews Asia Funds  
P.O. Box 534475  
Pittsburgh, PA  
15253-4475

**By overnight delivery:**  
Matthews Asia Funds  
Attention: 534475  
1350 Penn Avenue,  
Suite 102  
Pittsburgh, PA 15222  
800.789.ASIA (2742)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature of Joint Owner \_\_\_\_\_ Date \_\_\_\_\_

Medallion Signature Guarantee Stamp

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All account owners must sign this form exactly as the account is registered. A Medallion Signature Guarantee is required for EACH signature. Medallion Signature Guarantee Stamp and Signature (If required by your current custodian or transfer agent): An eligible guarantor is a domestic bank or trust company, securities broker/dealer, clearing agency or savings association that participates in a medallion program recognized by the Securities Transfer Agents Association. The three recognized medallion programs are the Securities Transfer Agents Medallion Program (known as STAMP), Stock Exchanges Medallion Program (SEMP), and the Medallion Signature Program (MSP). A notarization from a notary public is NOT an acceptable substitute for a signature guarantee.