

PROCESS FOR REMOVING “NO TRANSFER” STOCK CERTIFICATE LEGENDS

A shareholder may request removal of “no-transfer” legends from ZixCorp issued stock certificates via the following steps:

- (1) Send an email to the Legal Department at zixcorplegal@zixcorp.com to determine initially if the stock certificate is eligible to have the legend removed. Enclose a PDF of the stock certificate (front and back) or send a fax of the stock certificate (front and back) to ZixCorp Legal at 214-515-7385. (You may call 214-370-2221 to confirm receipt of the fax.)
- (2) Once you have received confirmation from the ZixCorp Legal Department that the legend is permitted to be removed, then:
 - (A) Send the original stock certificate to ZixCorp’s transfer agent, Computershare Trust Company, Attn: Restricted Stock Services, 250 Royall Street, Canton, MA 02021 and request that the legend be removed.
 - (B) Send a copy of the (A) request to the ZixCorp Legal Department. Upon receipt, the ZixCorp Legal Department will advise the transfer agent to remove the legend, if the legend is permitted to be removed.