

ENVISION 3.0 HOSTING SOLUTION FOR MEETING MATERIALS, MULTI-DEVICE ENABLED

Updates added in reference to the new Envision 3.0 template. The new template offers the following features:

- Responsive Design - Device Detection (Adaptive to screen size)
- Updated visuals and introduction of images
- High quality page images and polished presentation
- Voting tile prominence

CHECKLIST

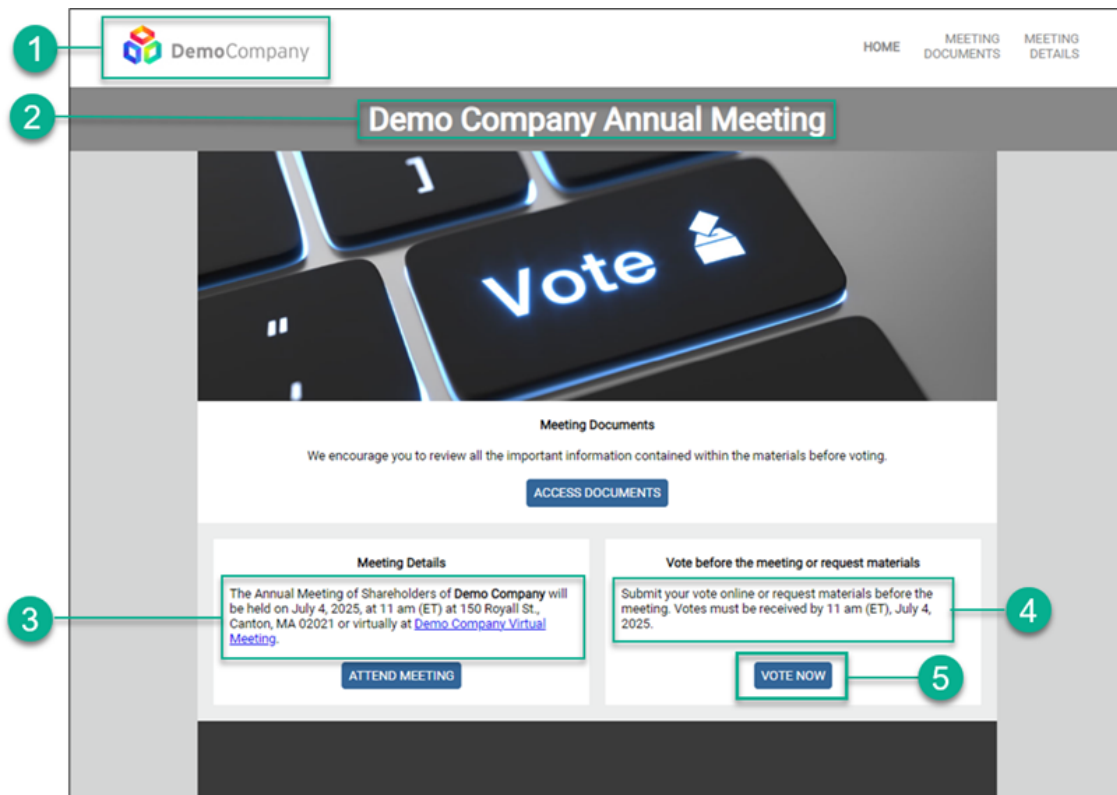
This document provides a summary of Computershare's Web hosting solution for online meeting materials, along with a list of information that you must provide to Computershare for the electronic posting of your meeting documents. Below is a screenshot of the eight (8) segments of the landing page your holders will first see when they access your materials, followed by a checklist describing each segment and listing your options for each.

For each customizable segment of the landing page, please choose the option you want and provide all necessary custom text. Please return the completed checklist to your relationship management team, who can also answer any questions you may have.

ENVISION 3.0 CLIENT DEMO

<https://www.envisionreports.com/EnVision3ClientDemo>

SCREENSHOT OF A COMPLETED LANDING PAGE



Company name:

SEGMENT 1 - LOGO BANNER

Please provide a logo to be displayed on your Company branded micro-site.

For logos, image requirements are as follows:

1. Preferred file formats (vector): .AI, .EPS and .PSD
2. If providing a raster image file, .JPEG and .PNG file formats are supported, and dimensions should be no larger than 250 pixels wide by 70 pixels tall at 300dpi
3. If providing a .PNG file format, background should be transparent

Would you like your logo to be clickable to a website?

Yes No

If yes, please provide URL for website:

SEGMENT 2 - TITLE OF SITE

Choose your landing page title.

Default text: "Company Name (Annual/Special) Meeting"

Custom text:

SEGMENT 3 - MEETING DETAILS

Contains information pertaining to where and when the annual/special meeting is being held. Using the template text shown, please update your meeting information in the space below.

In-Person	The [MeetingType] of [HolderType] of [CompanyName] will be held on [month] [date], [year] at [time] ([timezone]) at [location].
Virtual	The [MeetingType] of [HolderType] of [CompanyName] will be held on [month] [date], [year] at [time] ([timezone]), virtually at [virtual meeting url].
Hybrid	The [MeetingType] of [HolderType] of [CompanyName] will be held on [month] [date], [year] at [time] ([timezone]) at [location], or virtually at [virtual meeting URL].

Update Here:

SEGMENT 4 - VOTING INSTRUCTIONS

Contains voting instructions, which will also link to materials/preference requests if mailing a notice.

Voting cut off time will default to 1:00 a.m. ET, the day of the meeting. The time indicated here should be the same as is stated on the proxy card, notice document or email. If you require a different cut off time, please indicate below in the Custom Text section.

Default text:

“Submit your vote online or request materials before the meeting. Votes must be received by [Voting Shutoff Time], [Voting Shutoff Date].”

Custom text:

Internet voting not offered, do not display the link to InvestorVote™ online voting platform

Please discuss any changes with your relationship management team.

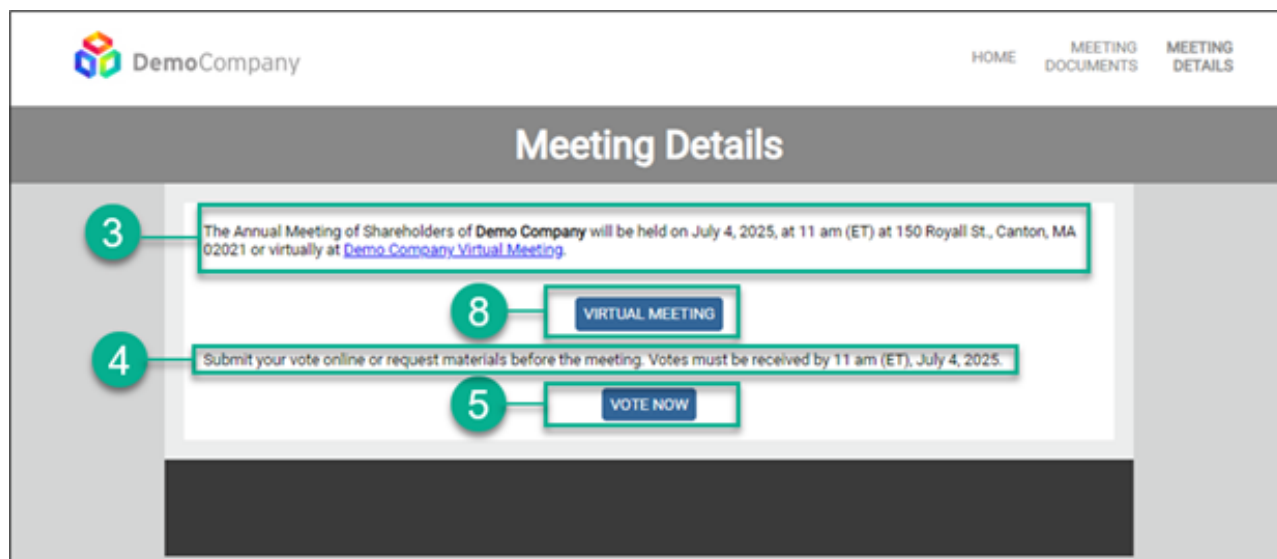
SEGMENT 5 - VOTING TILE

Select how you would like the Voting Tile to function.

Links to Computershare’s secure online voting site InvestorVote™, which also allows your holders to make delivery preferences elections for proxy materials.

NOT offering Internet voting - do not display the Voting Tile

SEGMENT 6 - MEETING DETAILS



Contains information pertaining to where and when the annual/special meeting is being held. Using the template text shown, please update your meeting information in the space below.

In-Person	The [MeetingType] of [HolderType] of [CompanyName] will be held on [month] [date], [year] at [time] ([timezone]) at [location].
Virtual	The [MeetingType] of [HolderType] of [CompanyName] will be held on [month] [date], [year] at [time] ([timezone]), virtually at [virtual meeting url].
Hybrid	The [MeetingType] of [HolderType] of [CompanyName] will be held on [month] [date], [year] at [time] ([timezone]) at [location], or virtually at [virtual meeting URL].

Update Here:

SEGMENT 7 - VIRTUAL MEETING LINK

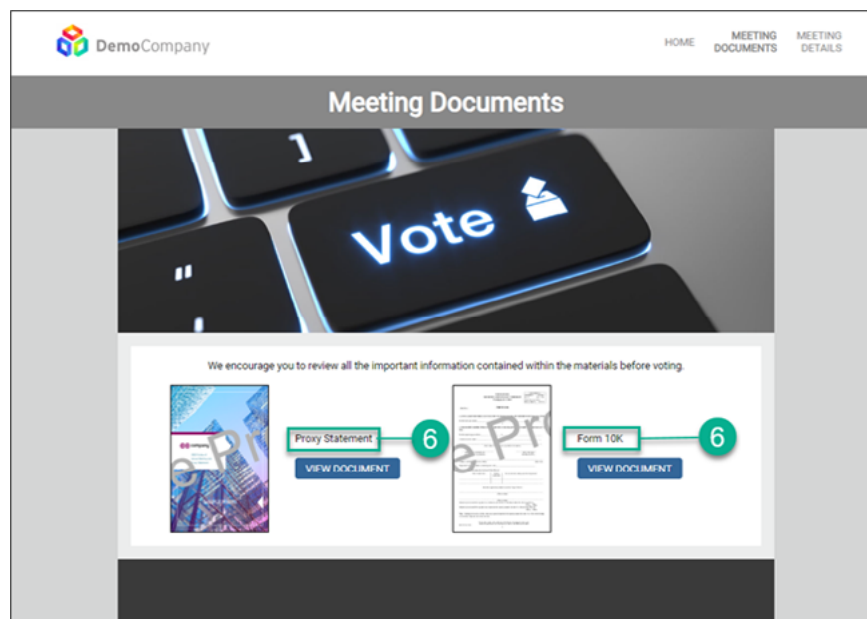
The Virtual Meeting link provided within the Meeting Details text box will be used to populate the “VIRTUAL MEETING” clickable button.

Link “VIRTUAL MEETING” button to a different site here:

Not Applicable

SEGMENT 8 - DOCUMENT NAMES

Note: Additional fees apply if four (4) or more documents are hosted.



Annual report (select one)

Default = “Company Name Annual Report”

Custom text:

Proxy statement (select one)

Default = "Company Name Notice of Annual Meeting" Custom text:

Financials, separate from annual report (select one)

Default = "Company Name Form XX-XXX" Custom text:

Additional Documents (Note: Additional fees apply)

Custom text:

ENVISION 3.0 ONLINE PRESENTATION PDF STANDARDS

The following are PDF document requirements and recommendations for online hosting:

1. Web-optimized PDFs are preferred.
2. Page sizing within each individual document are preferred to be uniformly sized.
3. All fonts must be fully embedded (not subset embedded) to be certain that they will render and print appropriately. No Multi-Master fonts.
4. PDF is recommended to be text-searchable and text-selectable. Images of text in a PDF (i.e. a PDF created by scanning hard copy) will not be searchable.
5. PDF cannot be encrypted, secured, or password protected; no security for reading, editing, or printing.
6. PDF must have accurate page boundaries.
7. PDF documents must NOT contain:
 - Marking with Adobe's graphic markup tools
 - Transparency's, or layered images (content hidden by blocks of white or black boxes) Transparency's and layered images do not always render properly online, which may cause missing images and/or images that do not fully load on the site.
 - PDF should not contain crop marks, margin controls (constrain proportions), and typesetting banners, headers/footers, stamps or watermarks, black lining or other marks that are not intended to appear on the final output.
8. PDF document optional recommendations:
 - Bookmark the document in Acrobat.

We will only Bookmark a document if the document contains a Table of Contents page.

- Name the pages in the document in Acrobat. Page naming is the PDF equivalent of section or chapter numbering. (For example, the introduction section could be written in roman numerals, I to V, the main section written in standard numbers, 1 to 100 and the appendices written in alphabetical numbering, A to Z).
- Enable links in Acrobat. This process will automatically scan the PDF, identify any URLs (such as web addresses that start with "www" or an email addresses) and convert them into click-able links (instead of just plain text). Links will then be replicated on the hosting site, resulting in a user-friendly online document.

Provided PDFs will be used "as-is".

Password-protected PDFs will be rejected and must be corrected and resubmitted before the online presentation can be done.