

ENVISION 2.0 OPTIMIZED HOSTING SOLUTION FOR MEETING MATERIALS, MULTI-DEVICE ENABLED!

Updates have been added in reference to the new Optimized Envision 2.0, the next generation of the EnVision Template.

New updated template offers the following features:

- > Responsive Design - Device Detection (Adaptive to screen size)
- > Updated desktop layout
- > Tablet/Mobile Optimized written in Web 3.0 Technologies
- > High quality page images and polished presentation.
- > Voting icon prominence
- > Clickable logo

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 nine 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 2.0 CLIENT DEMO: www.envisionreports.com/clientdemo2

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.

If the logo is going to appear on a flat colored background (including black or white), it is recommended that the image be:

- 1. Acceptable file Formats: .AI, .EPS and .PSD
- 2. If providing a JPEG file format, dimensions should be no less than 90 pixels in height at 300dpi
- 3. If providing a PNG file format, background should be transparent

If entire top banner area (the area in which the logo sits in the left) is to be filled with photograph or imagery, it is recommended that the image be:

- 1. Dimensions: 1920px x 100px at 300 dpi
- 2. The company logo and whatever other photo/imagery, needs to be embedded into one single image file.
- 3. JPG file format if it's photography
- 4. PNG file format for geometric designs

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 - TOP VOTING ICON

- 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 link to the InvestorVote™ online voting icon.

SEGMENT 4 - DOCUMENT THUMBNAILS

Note: Additional fees apply if 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

Custom text: _____

Note: Additional fees apply.

Video

Custom text for header: _____

- Thumbnail graphic provided
- Create thumbnail from first screenshot of video

SEGMENT 5 - IMAGE BACKGROUND

Would you like an image in the background of your entire site?

- Yes No

If yes, please provide image you would like us to use. (Please refer to our EnVision Video and image specs.)

SEGMENT 6 - BACKGROUND VIDEO CLIP

Would you like a video to play in the background of your entire site?

- Yes No

If yes, please provide video you would like us to use in proper format.
(Please refer to our EnVision Video and image specs.)

SEGMENT 7 - 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** = "Click on the icon to go to online voting. In order to vote, you will need identifying numbers from the proxy card, notice document or email you received. Your vote is important to us, so please vote at your earliest convenience. Note: Online voting is available until 1:00 a.m. ET, the day of the meeting."
- Custom text = Change cut off time to: _____ AM PM
(include time zone: ET CT MT PT)
 - the day of the meeting
 - the day prior to the meeting
- Internet voting not offered, do not display the link to InvestorVote™ online voting platform.

Please discuss any changes with your relationship management team.

SEGMENT 8 - MEETING INFORMATION

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.

"The 20XX Annual/Special Meeting of Shareholders of Company Name will be held at Place, Street Address, City, State, Zip on Day of Week, Month, Day, 20XX.

Click here to visit the company's website."

Update Here: _____

Would you like to have the meeting address link to a map?

- Yes No

SEGMENT 9 - LINKS

Links to Computershare's Investor Centre site.

- Default:** Use standard link to Investor Centre.
- Existing : Use company specific landing page for Investor Centre.
- None: Do not display link to Investor Centre.

Optional: You can include links to anywhere on the Internet, including company website.

- Do not include any links

URLs:	Website Title Description (exactly as it will appear):

Optional: You can have the fulfillment and/or telephone voting numbers added for registered holders.

Note: Additional fees apply.

- Add the fulfillment and voting telephone numbers
- Add the fulfillment telephone number only
- Add the telephone voting number only
- Do not add any numbers to this section

ENVISION 2.0 ONLINE PRESENTATION PDF STANDARDS

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

1. High resolution PDF document is recommended (print optimized/print quality vs. screen optimized, greater than 300 dpi).
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. Text in a PDF is used to create the resulting searchable database. 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 cannot contain spreads (two separate pages in one page of the PDF). Readers spread layout only. PDF must have accurate page boundaries.
7. PDF must be created using Adobe® Acrobat Distiller with “press optimized” setting. Do NOT use Adobe PDF Writer.
8. 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.
9. PDF document optional recommendations:
 - > Bookmark the document in Acrobat. Bookmarks are the PDF equivalent of a table of contents and will be replicated on the hosting site, Navigation section, Table of Contents Menu.
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). This type of numbering is extracted from the PDF and replicated on the hosting site, in the box identified “Page”.
 - > 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.

Note: PDF documents that do not meet the requirements listed above will be returned to you and must be corrected and resubmitted before the online presentation can be done.