



# Computershare Meeting Questionnaire

**IMPORTANT: To navigate this document, use the buttons at the bottom of each page.**  
(This will allow you to bypass services that you do not require.)

## Contact Details

Company Name:

Contact Name:

Email:

Phone:

*Please provide the contact information for the day-to-day contact.  
If there is more than one, list them in the special instructions on the last page of this document.*

## Key Dates

Broker Search Initiated:

*Broker search **should** be  
initiated 20 business days  
prior to the record date.*

Mail Date:

*Notices must mail 40 days  
prior to the meeting date.  
Consider both registered  
and beneficial mailing  
timing to avoid rush fees.*

Record Date:

*Should be 50 days or more  
before the meeting date.*

Meeting Date:

*Computershare requires a minimum of 5 business days between record and mail. Beneficial mail vendors may require more.  
Check with search & distribution agent before confirming dates.*

## General Information

### Is there any indication that there will be a contested election?

*(Important: Proxy contests will impact Computershare's ability to distribute meeting material. Speak with your relationship manager as soon as possible if a contest is anticipated.)*

Type of Meeting:

Is Computershare required to attend:

Type of Mailing:

Will Computershare act as Inspector:

Time of Meeting:

How many representatives are needed:

Location of Meeting:

Will there be a broker search or solicitation? (A broker search is the meeting notification sent to Banks / Brokers to determine how many beneficial holders need to receive proxy material.)

Yes, click here for Search/Solicitation Details

No, click here to continue

## Broker Search

Who will initiate the broker search:

Will there be solicitation:

Search & distribution contact info (if not Computershare):

If yes to solicitation, provide contact details:

Company:

Company:

Contact:

Contact:

Email:

Email:

Phone:

Phone:

If you have a solicitor, do you wish to give them online access to Computershare's tabulation results? (*Fees may apply*)

Yes

No

If yes, please provide the following information:

Name:

Email:

Phone:

If there is more than one person that needs access, put additional information here:

[Back](#)

[Next](#)

# Voting Rights

Class:	Voting Ratio:	Confidential Voting:
Class:	Voting Ratio:	Confidential Voting:
Class:	Voting Ratio:	Confidential Voting:
Class:	Voting Ratio:	Confidential Voting:
Class:	Voting Ratio:	Confidential Voting:

*The standard voting ratio is 1 vote per 1 share, noted as 1:1.*

Is there Cumulative Voting:

*This method allows shareholders to cast all of their votes for a single nominee for the board of directors when the company has multiple openings on its board. Review your company bylaws if unsure.*

Do holders that have an unexchanged share entitlement have voting rights?  
*(This may be a result of a merger or acquisition where the holder has not sent in their certificates for exchange but will receive a share entitlement once they do. Including these holders will not change your outstanding shares.)*

# Lists & Affidavit

Please note that for security purposes, paper lists are not recommended and there is a fee for them. If paper is needed, list the name and address of the recipient in the box below.

Is a record date list needed:	Who will receive the record date list*:
Is a voted list needed:	Who will receive the voted list*:

*\*Indicate all contacts that should receive a list sent via Issuer Online. They must have an active Issuer Online ID to access these reports.*

List the name and address that will receive the affidavit of mailing:

## Mailing Details

**Computershare Communication Services has the capability to print more than just your notice and proxy card. Please ask your relationship management team for more information on our printing services.**

Would you like to utilize our Essential Meeting Service package (EMS):  
*Please note that EMS is used for mailings with a total of less than 2,500 pieces of mail.*

List all material Computershare will mail:

Enclosure Name	Who will print?	Enclosure Name	Who will print?
Proxy Card	Computershare		

Note: Computershare will use our standard Outside Envelope and Return Envelope unless otherwise noted. Oversized materials may require custom envelopes, and we require advanced notice. Refer to Materials Delivery and Mailing section of the annual meeting guide for further information. The guide can be found at: <http://www.computershare.com/amg>

What postage class will the following utilize:

Full Sets:                      Notices (if applicable):                      Fulfillment (if applicable):

*\*Expedited Mail: Using a service provider, Computershare can distribute your full sets of materials using an alternative to First Class mail. This option maintains the delivery speed of First-Class mail but offers a significant cost reduction to First Class rates.*

Will there be any stratification of the mailing, if so, please provide a brief description. (i.e. Full sets to anyone with more than 1000 shares mailed first class).

Disposition of Excess Materials:

Date to be delivered and/or destroyed:

Deliver Excess Material to:

Quantity to be returned (if applicable):

Company Name:

Attn:

Address:

Will you have Internet and/or Phone Voting?

Yes

No

---

## Internet & Phone Voting

Internet & Phone Voting:

Internet/Phone Voting cut off time:

Conclusion of the meeting, no cut off listed  
*(required for Virtual meeting)*

Start time of the meeting  
*Language: "Votes submitted electronically must be received by the start of the meeting."*

Custom cut off time:  
*Enter the date, time and time zone.*

### Internet Extra Options:

Allow holders to submit comments:

Allow holders to submit address changes:

Display an Admission ticket:

Do you want your logo on the voting site to link out to your company home page:

Yes *(enter company website)*

No

---

## Email Distribution to Holders

Will you be sending emails to holders instead of paper copies:

**Voluntary:** *Holder signs up for email distribution via Computershare*

**Forced:** *Company emails are provided by Client or Employee Plan vendor for participants of the plan. These emails are applied to Plan accounts only.*

**Note: Voluntary Email distribution must be chosen for any Notice mailing. This is an SEC regulation.**

---

## Online Hosting of Materials

Will Computershare be Hosting your Materials Online:

Yes

No

If Computershare does not host your materials online, please provide the link to your materials:

---

## Virtual Meeting

Is Computershare hosting a virtual meeting for you:

Yes

No

Will your meeting be fully virtual or also have an in-person component:

Allow beneficial holders to attend via API\*:

If yes, will you allow beneficial voting via API:

*\*Note: API is an automated authentication process, and additional fees will apply. Beneficial access will be available beginning on the day of the meeting. Final vote tabulation results may be delayed until the day after the meeting if the meeting occurs after noon ET. This option is not available in Canada, for CEF's or some other entities. Speak to your Relationship Manager for more details.*

---

## Employee Plans Selection

Do you have any Employee plans that Computershare will need to mail to:

Yes

No

[Back](#)

# Employee Plan Detail

## Plan 1

Plan Name:

If using Forced Consent (Pg. 5), who will provide the email addresses:

Merge plan file with registered file*:	Confidential Voting:
Record Keeper:	Trustee:
Contact Name:	Contact Name:
Email:	Email:
Phone:	Phone:

**\* Merged Plan Files: Registered holders and plan participants that have the same tax ID # and name on file will receive 1 package (1 card/notice) or email, where they are able to vote both their registered and plan shares at the same time. This reduces duplicate mailings. Confidential voting (if applicable) would still apply.**

## Plan 2

Plan Name:

If using Forced Consent (Pg. 5), who will provide the email addresses:

Merge plan file with registered file*:	Confidential Voting:
Record Keeper:	Trustee:
Contact Name:	Contact Name:
Email:	Email:
Phone:	Phone:

If you have more than two Plans, please provide the details below:

---

## Special Instructions

Please list any special instructions you have related to your meeting:

*(List any information that will have an impact on this mailing/meeting – including additional voting classes, special handling, confirmation of classes that do not have voting rights, etc.)*

---

## Signature

Submitter name

Submitter email

---

Please contact your Relationship Management team with any questions

