



Computershare Proxy Card / Notice Setup Form

This form will be used to capture information required to set up the Proxy Card and Notice (if applicable) with Computershare. If you have additional inserts you would like printed, provide them in Word format along with this form.

You must use the “Next” or “Customize” onscreen arrows throughout this document to guide you to each field that is required.

- > Your name:
- > Company Name:

- > Will you be mailing a Notice instead of a full set of materials to some or all holders?
A Notice is a one-page document that replaces the mailing of a full set of materials. This is different from the Notice of Annual Meeting within the proxy statement.

Yes

No

Notice Information

- > Please list the name(s) of the document(s) that will be hosted Online exactly as you would like them to appear on your communications.

Example: 2024 Annual Report
Proxy Statement
Letter to Stockholders

- > Cut off date for holders to request fulfillment materials.

Note: Computershare recommends no later than 10 days prior to the meeting date.

Obtaining a Copy of the Proxy Materials - If you want to receive a copy of the proxy materials, you must request one. There is no charge to you for requesting a copy. Please make your request as instructed on the reverse side on or before Month xx, 20XX to facilitate timely delivery.

Meeting Type

> What type of meeting will you be holding? (Select **Customize** to enter meeting detail)

In-Person only customize

Virtual only customize

Hybrid (in-person and virtual) customize

In-Person Meeting Info

- > Enter the meeting date, time and venue detail as needed on the outgoing materials.
(Enter all information exactly as you would like it to appear on your materials.)

Sample language:

20XX Annual Meeting Admission Ticket
20XX Annual Meeting of Company Name Shareholders
<Month Day, 20XX, X:XXpm CT>
<Venue>
<Street, City, State>

Upon arrival, please present this admission ticket and photo identification at the registration desk.

<Insert admission ticket information here> <Insert admission ticket information here> <Insert admission ticket information here>

Hybrid Meeting Info

- > Enter the meeting date, time and venue detail as needed on the outgoing materials.
(Enter all information exactly as you would like it to appear on your materials.)

- > Enter the Virtual meeting URL
(Enter TBD if you have not been provided a new URL for the current year)
Unless specified, all URLs will be formed as follows: meetnow.global/XXXXXX.
Alternative option: <https://meetnow.global/XXXXXX>

Sample language:

20XX Annual Meeting Admission Ticket
20XX Annual Meeting of Company Name Shareholders

The 20XX Annual Meeting of Shareholders of Company Name will be held on
<Day, Month Date, 20XX at X:XX pm CT>, both virtually via the Internet at meetnow.global/XXXXXX and in person at <Venue, Street, City, State>.

To access the virtual meeting, you must have the information that is printed in the shaded bar located on the reverse side of this form.

Next

Virtual Meeting Info

- > Enter the Virtual meeting URL
(Enter TBD if you have not been provided a new URL for the current year)

Unless specified, all URLs will be formatted as follows: meetnow.global/XXXXXX.

Alternative option: <https://meetnow.global/XXXXXX>

- > Customize the meeting details using the sample language below.
(Enter all information exactly as you would like it to appear on your materials.)

Sample language:

20XX Annual Meeting of Company Name Shareholders

The 20XX Annual Meeting of Shareholders of Company Name will be held on
<Day, Month Date, 20XX at X:XX pm CT>, virtually via the Internet at meetnow.global/XXXXXX.

To access the virtual meeting, you must have the information that is printed in the shaded bar
located on the reverse side of this form.

Next

Proxy Language

Please note the Name(s) of Proxies listed on non-voting side of card as illustrated here:

(Proxies Names), of any of them, each with the power of substitution, are hereby authorized to represent and vote the shares of the undersigned, with all the powers which the undersigned would possess if personally present, at the Annual Meeting of Shareholders of Company Name to be held on Month Day, 20XX or at any postponement or adjournment thereof.

- > Name(s) of Proxies

Special Dates

Please enter any special dates listed on the card/notice (Record date, Fiscal year end, etc.). If none, please leave blank.

Time Format

For consistency throughout the documents, please indicate below how you would like to see all references to the time. (Default will be 2:00 pm ET unless requested otherwise.)

- > How would you like the time formatted?
- > Enter the Time Zone exactly as you would like to see it through all communications.
Examples: Eastern Time, ET, E.T.

Proposal #1 - Director Nominees

- > Is there a Director voting proposal? (required)

- > If yes, enter your nominees in a numbered list format.
Nominees will appear in the order listed, and spelled exactly as entered

- > Director Nominees - Voting Method

- > If Director Proposal is not first, or if there are multiple director proposals, note the proposal #.

Proposal #2 (if applicable)

- > Proposal #2 Text
If no additional proposals, please enter "none"

- > Proposal #2 Voting Method (required)

- > Proposal #2 Recommendation (required)

Done with proposals

Next

Proposal #3 (if applicable)

- > Proposal #3 Text
- > Proposal #3 Voting Method (required)
- > Proposal #3 Recommendation (required)

Proposal #4 (if applicable)

- > Proposal #4 Text
- > Proposal #4 Voting Method (required)
- > Proposal #4 Recommendation (required)

Proposal #5 (if applicable)

- > Proposal #5 Text
- > Proposal #5 Voting Method (required)
- > Proposal #5 Recommendation (required)

Done with proposals

Next

Proposal #6 (if applicable)

- > Proposal #6 Text
- > Proposal #6 Voting Method (required)
- > Proposal #6 Recommendation (required)

Done with proposals

Next

Proposal #7 (if applicable)

- > Proposal #7 Text
- > Proposal #7 Voting Method (required)
- > Proposal #7 Recommendation (required)

Proposal #8 (if applicable)

- > Proposal #8 Text
- > Proposal #8 Voting Method (required)
- > Proposal #8 Recommendation (required)

Proposal #9 (if applicable)

- > Proposal #9 Text
- > Proposal #9 Voting Method (required)
- > Proposal #9 Recommendation (required)

Proposal #10 (if applicable)

- > Proposal #10 Text

- > Proposal #10 Voting Method (required)

- > Proposal #10 Recommendation (required)

Note: If you have more than 10 Proposals, please submit the remaining proposals in Word format along with this form.

Finished!

- > Enter any special requirements not addressed in the previous pages related to your card or notice. (Example: custom language, Special vs. Annual, questions, comments, etc.) If none, please leave blank.

Thank you for completing the intake form. Please save and send this document to your relationship management team.

Things to Note:

- > The proxy card, notice and any other documents must be approved no later than 6 business days prior to the mail date.
- > Edits to these documents after they have been approved are subject to revision fees.