

SHAREHOLDER ASSISTANCE

This form is to be used when sending a shareholder request to Issuer Support Services. To address your shareholder's request quickly and efficiently, we request you complete the below information as much as possible before submitting. Completed forms should be submitted through Issuer Online in File Share. To submit through Issuer Online, choose Issuer Support Services in the File Share function and attach a copy of this form. If you choose to send the form via email you agree to take the risk associated with sending shareholder information via email. Emails should be addressed to IssuerSupport@computershare.com.

Issuer Name: _____

Security Description: _____

Shareholder/Account Name: _____

Last four digits of Social Security Number or _____

Last four digits of Shareholder Account Number(s): _____

Shareholder Phone Number (if required): _____

Shareholder e-mail (if required): _____

Contact shareholder if necessary by:

Phone call E-mail Letter

Do you want to be notified when the shareholder request is completed: Yes No

Does this transaction need to be updated before an upcoming record date?

If yes, please provide date: _____

Request Types

Account Maintenance	Account Information Request	Form/statement request
Sale	Investor Center Access	Wire Instruction
Report Lost Certificate	Check replacement	Issue Certificate
Transaction Correction	All Other Shareholder Requests	Transfer

It is important to note that some request types need additional legal documentation showing authorization to submit requests. Computershare reserves the right to reject a requested transaction or to require additional documentation to complete a requested transaction, in accordance with its procedures. Please refer to the table below for requirements for instructions from an authorized person at the Issuer.

Request Type	Request Must Include
Account Maintenance	<p>Communication from the account holder regarding changes to be made to their account.</p> <p>Please note if account is registered to an entity or if the person is signing in capacity, we require the applicable legal documentation showing authority to act on the account such as a Power-of-Attorney, Corporate Resolution or Letters of Appointment.</p>
Account Maintenance – Tax Update	<p>Tax form signed by account owner.</p> <p>Please note for certifications using a W8, if account is registered to an entity or if the person is signing in capacity, we require the applicable legal documentation showing authority to act on the account such as a Power-of-Attorney, Corporate Resolution or Letters of Appointment.</p>
Sale	<p>Communication from account holder.</p> <p>Please note if account is registered to an entity or if the person is signing in capacity, we require the applicable legal documentation showing authority to act on the account. If request is to sell and use payment instructions not currently on file, we require a Medallion Guarantee on the sale request or direction from an authorized person at the Issuer.</p>
Transfer	<p>The certificates to be transferred if in physical form, a signed letter of instruction or transfer form referencing share amounts to be transferred with a medallion guarantee of sufficient value, with credit party name, tax id, address, tax form for the credit party.</p> <p>Transfers greater than \$14mm may require additional documentation. Please contact IssuerSupport@computershare.com for details.</p> <p>Original documents must be sent either by First Class, Certified or Registered mail to:</p> <p>Computershare c/o Issuer Support Services PO Box 43078 Providence, RI 02940-3078</p> <p>Or via courier to:</p> <p>Computershare c/o Issuer Support Services 150 Royall St., Suite 101 Canton, MA 02021</p>
Wire Instruction (Domestic)	<p>Communication from the account holder that contains the account name, bank name, ABA number and account number.</p> <p>Please note if the account is registered to entity or if the person is signing in capacity, we require the applicable legal documentation showing authority to act on account such as a Power-of-Attorney, Corporate Resolution or Letters of Appointment.</p>
Wire Instruction (Foreign)	<p>Communication from the account holder that contains the account name, bank name, ABA number and account number. Completed and signed ICE form from the account holder.</p> <p>Please note if account is registered to entity or if the person is signing in capacity, we require the applicable legal documentation showing authority to act on account such as a Power-of-Attorney, Corporate Resolution or Letters of Appointment.</p>
Report Lost Certificate	Communication from the account holder.
Check Replacement	Communication from the account holder.
Certificate Issuance	Communication from the account holder.

Data on the Account to be Added/Updated or Transaction Details

Unless otherwise provided by the shareholder, please use this section to specify the data to be changed on the shareholder account such as: A new address to be updated on the account, certificate(s) that are lost and need to begin the process of replacement, etc.

EXAMPLE:

Please update the referenced shareholder's address to 500 Main Street, Pleasantville, MO 12345.

Please sell 25 shares of ABC Common Stock for the referenced shareholder.

Information Request Details

In this section, add other details that are going to be necessary for us to complete this item. For example, if you are requesting we send an e-mail to a shareholder, specify the general information that you would like in that communication.

EXAMPLE:

Shareholder is requesting we provide them with a breakdown of the payment they received as part of the merger. Please provide the details of exchange rate, principal payment and the rate details for all accrued dividends in your response.