

# COMPUTERSHARE MEETING QUESTIONNAIRE

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
(Location to receive mailing affidavit and other correspondence.)  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Key Dates**

Broker Search Date: \_\_\_\_\_ (Broker Search must be initiated 20 business days prior to the record date.)  
 Record Date: \_\_\_\_\_ (Should be 50 days or more before the meeting date.)  
 Mail Date: \_\_\_\_\_ (Notices must mail 40 days prior to the meeting date. Consider both registered and beneficial mailing timing to avoid rush fees. 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.)  
 Meeting Date: \_\_\_\_\_

*Please provide the contact information of a person who can be reached on a daily basis. If there is more than one person, please provide their contact information to your relationship management team in a separate email.*

**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.)

1. Type of Meeting: \_\_\_\_\_  
 2. Time of Meeting w/Time Zone: \_\_\_\_\_  
 3. Initial Mailing Will Be: \_\_\_\_\_  
Additional criteria will be specified below.  
 Location of Meeting: \_\_\_\_\_  
 4. Computershare is required to attend: \_\_\_\_\_  
 Computershare will act as Inspector: \_\_\_\_\_  
 Number of Computershare Representatives needed: \_\_\_\_\_

**BROKER SEARCH/SOLICITATION**

5. Who will initiate the broker search? \_\_\_\_\_  
 Search/Distribution Contact Info if not Computershare:  
 Company Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 6. Will there be solicitation? \_\_\_\_\_  
 If yes to solicitation, please provide the following:  
 Company Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**CLASSES OF STOCK WITH VOTING RATIO**

7. Class: \_\_\_\_\_ Shares \_\_\_\_\_ Per Vote \_\_\_\_\_ Confidential  
 Class: \_\_\_\_\_ Shares \_\_\_\_\_ Per Vote \_\_\_\_\_ Confidential  
 Class: \_\_\_\_\_ Shares \_\_\_\_\_ Per Vote \_\_\_\_\_ Confidential  
 Class: \_\_\_\_\_ Shares \_\_\_\_\_ Per Vote \_\_\_\_\_ Confidential

Please list any additional classes in the special instructions section below.

**ELECTRONIC OPTIONS**

8. Internet & Phone Voting: \_\_\_\_\_  
 9. Email Distribution of Materials: \_\_\_\_\_  
**Voluntary Email distribution must be chosen for any Notice mailing. This is an SEC regulation.**  
**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.



**APPENDIX B**

**VIRTUAL MEETING**

- 11. Will Computershare host your Virtual Meeting? \_\_\_\_\_
- 12. If Yes, allow beneficial holders to attend via API: \_\_\_\_\_
- 13. 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.

**MAILING DETAILS**

14. 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 1,000 pieces.

15. List Materials:

**Materials**

Outside Envelope (Required)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other: \_\_\_\_\_

**CPU Will Print**    **Include in Fulfillment (If Applicable)**

**Materials**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other: \_\_\_\_\_

**CPU Will Print**    **Include in Fulfillment (If Applicable)**

*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.*

**Class of Mail**

16. Full Sets: \_\_\_\_\_ 17. Notices (If applicable): \_\_\_\_\_ 18. Fulfillment (If applicable): \_\_\_\_\_

**Stratification of Mailing:**

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

19. Full Set Stratification: \_\_\_\_\_  
 \_\_\_\_\_  
 Notice Stratification: \_\_\_\_\_  
 \_\_\_\_\_

Please be aware of the requirements regarding the weight and size of your package. Refer to the printing and delivery tips in the Appendix section of the annual meeting guide for further information. The guide can be found at: <http://www.computershare.com/amg>

\*Using a service provider, Computershare can distribute your 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.

\*\*If you are using Standard mail, Computershare will require samples of your materials at least 14 business days prior to mail date. Your relationship management team can provide further details.



**MISC DETAILS**

20. Do holders that have unexchanged shares (with share entitlements, excludes CIL) have voting rights: \_\_\_\_\_

21. 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 bylaws if unsure.

22. Suppress Fractional Shares: \_\_\_\_\_

The standard is "No" for this question. See your DSP/DRP plan prospectus for voting rights on fractional shares. Computershare plans do not suppress fractional share voting.

**LISTS AND ADDITIONAL INSTRUCTIONS**

23. Record Date List: \_\_\_\_\_ \*Contact to Receive List: \_\_\_\_\_

24. Final Voted List: \_\_\_\_\_ \*Contact to Receive List: \_\_\_\_\_

Please note that for security purposes, paper lists are not recommended and there is a fee for them. Provide shipping address in special instructions if different from the company address listed at the top of this document.

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

25. Disposition of excess material: \_\_\_\_\_ Date to be delivered and/or destroyed: \_\_\_\_\_

Deliver excess materials to:

Company Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

26. Special Instructions:

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

27. Brief List of Proposals:

**APPENDIX B**

**EMPLOYEE PLAN DETAIL** (Skip to signature if there are no employee plans OR outside files you wish Computershare to mail to)

28. Will Computershare be mailing directly to employee plan participants \_\_\_\_\_

**Plan 1 Name:** \_\_\_\_\_

Will you/the record keeper provide Email addresses for this plan: \_\_\_\_\_

Merge File with common: \_\_\_\_\_

Confidential voting: \_\_\_\_\_

**Record Keeper:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Trustee:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Plan 2 Name:** \_\_\_\_\_

Will you/the record keeper provide Email addresses for this plan: \_\_\_\_\_

Merge File with common: \_\_\_\_\_

Confidential voting: \_\_\_\_\_

**Record Keeper:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Trustee:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If you have more than 2 plans, please list additional plan details below:

\_\_\_\_\_  
**Name of Authorized Officer**

\_\_\_\_\_  
**Email of Authorized Officer**