

COMPUTERSHARE MEETING MANAGEMENT TOOL

Computershare's Meeting Management tool lets you create an interactive project plan that ties together the people, process and systems involved with executing your annual meeting. Via the Meeting Management tool, you can:

- > Select and validate your proposed meeting dates against industry guidelines
- > Initiate your meeting request with Computershare
- > Track activities associated with your upcoming meeting project



Step 1. Select Dates

Select your planned annual meeting date and answer a few initial questions. When you click **Calculate dates**, the tool automatically calculates milestone dates for your key activities.

Critical Path Activities	Due Date
Broker Search	18 Feb 2016
Submit Announcement Letter to DTC on your company letterhead	10 Mar 2016
DTC Security Position Report ("SPR") registration and authorization	11 Mar 2016
Record Date	17 Mar 2016
Proxy Card Approval	18 Mar 2016
Notice Approval	18 Mar 2016
Material Delivery	24 Mar 2016
Mail Date	29 Mar 2016
Meeting Date	11 May 2016
Certificate of Vote Tabulation	12 May 2016

Meeting Request - Select Dates

Export as

New meeting request - meeting type and date selection

Regulatory Questions?

Do you intend to send notices, instead of full sets, to any shareholders ("Notice and Access")? Yes No

Will householding, permitted under SEC Rule 14a-3, be utilized? Yes No

Type of meeting?

Please select a Meeting Type: (Please select)

Milestone?

Please select a Meeting Date:

CALCULATE DATES
CLEAR

Letter should be submitted to DTC at least 7 calendar days prior to Record Date. Please forward a copy of the letter to Computershare.

Registration and authorization should be completed through DTC's website at least 5 calendar days prior to Record Date.

Record Date should be about 50 calendar days prior to Meeting Date, but no less than 5 business days prior to Mail Date.

Final sign off and approval of the Proxy Card must be received by Computershare no later than 6 business days prior to Mail Date if using electronic voting. Otherwise, provide Proxy Card approval no later than 3 business days prior to Mail Date.

Final sign off and approval of the Notice document must be received by Computershare no later than 6 business days prior to Mail Date.

All materials for the mailing must be at the mail facility 2 business days prior to the Mail Date. Clients with more than 25,000 shareholders should confirm material delivery timelines with their relationship manager.

If using the Notice & Access option, notices must be mailed no later than 40 calendar days prior to Meeting Date. Otherwise, distribute annual report and/or other meeting documents 5 weeks prior to Meeting Date (6 weeks if distributing via Standard mail).

Computershare will provide a Certificate of Vote Tabulation 1 business day after Meeting Date.

RE-CALCULATE DATES
NEXT

If desired, the Record Date and Mail Date can be modified by using the calendar icons. Should you choose another date from the calendar, click **Recalculate dates** so the tool returns new due date results based on your updated date selection(s).

Once you have chosen and finalized your dates, click **Next** to move on to the next step.

Step 2. Request for Services

Initiate your meeting request online by providing some basic contact information and selecting the services you want Computershare to assist you with. Select "Follow Up" if you would like to submit your request, but need additional information or clarification on particular items. Click **Submit** to complete this step.

Meeting Request - Request for Services

Export as:

New meeting request - Select the services that you want for your meeting.

Proxy Solicitation Services

Will you be using Georgeson's proxy solicitation services for your meeting? Yes No Follow Up

Printing and Design Services

Will Computershare design and print your proxy cards or notice documents? Yes No Follow Up

Would you like Computershare to print other meeting materials? Yes No Follow Up

Communication Services

Will you be using Computershare's EnVision solution to host your meeting materials online? Yes No Follow Up

Will Computershare be mailing meeting materials to shareholders? Yes No Follow Up

Will you distribute meeting materials electronically to consenting shareholders? Yes No Follow Up

Tabulation Services

Will Computershare be tabulating for your meeting? Yes No Follow Up

Are there additional external registers to be included for tabulation? Yes No Follow Up

Employee Share Plan Services

Will employee plans administered by Computershare be included for tabulation? Yes No Follow Up

Are there additional external plans to be included for tabulation? Yes No Follow Up

Will a forced consent file be sent for electronic distribution to employee plan participants? Yes No Follow Up

CANCEL
SAVE

PREVIOUS
SUBMIT

Confirmation

Review a confirmation page which details your submitted meeting request. You will also receive an email confirmation, as will your Computershare representative who will be in touch regarding any follow up items.

Step 3. Activities

Track the status of your meeting project by referencing a list of activities and key dates associated with your meeting. The list of activities is specific to the details and services you selected.

Some activities require you to provide further details via the online tool. Once you indicate the required details, click **Save** to retain your updates. The tool sends an email summarizing your updates to your Computershare representative, who adds these details to your project plan.

Record Date		17 Mar 2016
Provide print ready PDFs for electronic hosting of documents	Provide PDFs for Computershare to create the hosting site for testing and approval prior to mail date.	
Provide Quorum % requirements:	<input type="text"/>	
Provide % passing requirements for each proposal:	<input type="text"/>	
Mail Date		29 Mar 2016
Conduct a tabulation vote review on Computershare's Issuer Online Web tool, via Proxy Watch	Computershare tabulates the shares voted by registered holders directly. The first vote tabulation from Broadridge is typically submitted electronically to Computershare 10 to 15 days prior to meeting date.	
Provide a copy of the meeting script to your Computershare relationship manager	This ensures that your relationship manager fully understands their role in the meeting.	
Meeting Date		11 May 2016
<input type="button" value="CANCEL"/>		<input type="button" value="SAVE"/>

To view a demo of the Computershare Meeting Management tool, go to:
<http://computershare-na.com/sharedweb/cis/calculator/index.htm>