

Control Your Outcomes with Computershare's Beneficial Distribution Management & Consultation Services

ADVANTAGES AND SERVICES



Search and Distribution Team

With Computershare's Search and Distribution Team you get the advantage of using one vendor to manage your entire process. You'll have a dedicated team that will manage the entire Notice & Access campaign including Broadridge's Client Portal. We are rule 14a-13 compliant and can review all broker invoices, receive material, search respondent banks and provide hosting for non-proxy jobs. You get time back in your day to focus on the future.



Notice & Access Meeting

We eliminate the middle man reducing both your time and effort because you have a dedicated team member who manages the Notice and Access campaign on your behalf.

IMPORTANT THINGS TO REMEMBER



Search & Distribution Process

The search process must begin 20 business days prior to record. Once the broker search has commenced estimates will be available within one week and finals are available three business days after the record date. At this time we are ready to commence the proxy distribution. Banks and brokers have five business days to complete the mailing upon receipt of the material.



Notice & Access Meetings

Notice cards need to be mailed 40 calendar days prior to the meeting with full packages to follow. Avoid unnecessary expediting fees from Broadridge by ensuring you give at least one week processing time prior to mailing and once the files merge. You'll need to provide approval of the proxy card one week prior to mail date to Computershare and your hosting site must "go live" once the first notice card is mailed. And remember, the Broadridge notice card is only a template, no changes can be made.

94% of our current clients highly rated both **quality** and **overall value** of our S&D service



Beneficial Fulfillment Process

We provide fulfillment and warehousing of the proxy material at a minimal cost (**approximately 50% less than our competitors**).



Voting

To ensure you benefit from the 15 day vote, mailings must be completed 25 days prior to the meeting date. The mailing needs to be complete 15 days prior to the meeting to keep all routine votes routine. Broadridge voting is issued every day from 15 days prior to the meeting date.



Broker Billing Process

Mediant, Folio, Proxy Trust and Say.Com and Broadridge will bill you directly; however your billing information is also noted on the search card.



Beneficial Mail Class Options

USPS First Class Mail (3-5 business days)
 UPS First Class Alternative (4-6 business days)
 USPS Standard A Mail (7 -10 days up to 3 weeks)
 USPS Priority, 2nd Day Air, Overnight AM, Overnight PM



Additional Services You Benefit from with the Search & Distribution Team

As a valued client we can provide you with many additional services including:

- > Printing of all Annual Meeting documents at highly competitive prices
- > Complex inserting and enclosing



IRA/Keogh

IRA/Keogh may request copies of your annual report. This material is distributed to college libraries and college accounting instructors across the country. This request will come directly to you as it is not part of the annual meeting process. We recommend you request the fee schedule from IRA/Keogh before committing to sending materials.

100% of the clients rated as being satisfied or very satisfied with **accuracy and timeliness** of the service