

Shareholder Meeting Preparation Questionnaire

Issuer Name: _____

Issuer Contact: _____

Contact E-Mail / Phone: _____

Meeting Type:

Annual Meeting ☐ Special Meeting ☐ Consent Mailing ☐

Key Dates:

Broker Search Mail Date: _____ Will CST Mail ☐ Yes ☐ No

Record Date: _____

Mail Date: _____

Meeting Date: _____

Location and Time of Meeting:

Meeting Location: _____

Meeting Time: _____

The Broker Search distributes notification concerning your upcoming meeting to the street/brokerage community notifying them of the pertinent dates and allowing brokers to request their required quantity of proxy material sets. SEC Rule 14a-13 requires that a Broker Search take place at least 20 business days prior to the record date for an Annual Meeting and 10 days prior to a Special Meeting.

The Record Date determines the date on which shares must be owned in order to receive voting rights. It is recommended that the Record Date be a minimum of 8-10 business days prior to the Proxy Mail Date.

The Proxy Mail Date is the date on which Continental will mail to registered holders and ship broker fulfillment packages. Continental recommends that the Proxy Mail Date be a minimum of 20-30 business days prior to the Meeting Date.

Notice Mailings must be mailed a minimum of 40 days prior to the Meeting Date.



Class(es) of Stock Eligible to Vote:

☐ Common ☐ Preferred ☐ Unexchanged ☐ Plan ☐ Other

Please list if multiple common, preferred or unexchanged issues:

Common _____

Preferred _____

Unexchanged _____

Proposals: (check all that apply)

<input type="checkbox"/> Election of Directors	<input type="checkbox"/> Shareholder Proposal
<input type="checkbox"/> Ratification of Auditor	<input type="checkbox"/> Executive Compensation
<input type="checkbox"/> Say-on-Pay	<input type="checkbox"/> Other _____

Vote Ratio: _____ vote(s) per _____ share(s) – Class _____
_____ vote(s) per _____ share(s) – Class _____
_____ vote(s) per _____ share(s) – Class _____

Please check items that apply:

☐ Cumulative Voting ☐ Confidential Voting ☐ Treasury shares

- Are any Treasury shares held through a bank / broker: ☐ Yes ☐ No
- If yes, number of Treasury shares held: _____
- Bank / broker name _____ DTC # _____

IMPORTANT NOTE

Please ensure that your company is registered with the Depository Trust Company and that Continental has been authorized to request a meeting record date list. Failure to do this will prevent us from tabulating broker votes and will jeopardize your ability to achieve a quorum. If you need assistance with this procedure, we stand ready to assist you.



Employee Plan File:

Will employee plan files be mailed / tabulated by Continental? ☐ Yes ☐ No

If yes, please complete the following.

☐ 401K ☐ ESOP ☐ ESPP ☐ Other

Firm name from whom we will receive your Plan file: _____

Contact Name: _____

Contact Telephone: _____

Contact E-mail address: _____

Date Plan shares to be voted: _____

Plan Trustee: _____

Trustee Contact: _____

Have you retained a Proxy Solicitor? ☐ Yes ☐ No

If yes, Solicitation Firm: _____

Firm Contact: _____

Contact Email Address: _____

Will you require a Continental representative to act as Inspector of Election?

☐ Yes ☐ No

(Consult your Bylaws and/or Securities Counsel)

Services:

<input type="checkbox"/> Notice & Access <input type="checkbox"/> E-delivery <input type="checkbox"/> Internet Voting <input type="checkbox"/> Mobile Voting
<input type="checkbox"/> E-consent <input type="checkbox"/> Web Hosting <input type="checkbox"/> Attendance Tracking <input type="checkbox"/> Virtual Meeting
<input type="checkbox"/> Other _____

Mailing:

Please indicate type of mailing:

- ☐ Full Set
- ☐ Notice Only
- ☐ Mix / Stratified

Indicate stratification share amount: _____

ENCLOSURES:

<input type="checkbox"/> Notice Card
<input type="checkbox"/> Proxy Card
<input type="checkbox"/> Annual Report
<input type="checkbox"/> 10K
<input type="checkbox"/> Annual Report/10K Combined
<input type="checkbox"/> Notice of Meeting/Proxy Statement
<input type="checkbox"/> Business Reply envelope
<input type="checkbox"/> Invitation
<input type="checkbox"/> Wrap Mail (multiple documents)
<input type="checkbox"/> Other – please indicate: _____

We can provide financial printing services. Please let us know if you are interested.

Note: Contracting with third party vendors to handle your meeting may result in additional costs to you and may not be as efficient as having Continental handle your meeting. Coordinate with your Account Administrator to review your fee schedule in order to optimize services and costs in your favor.

Please refer to the Continental Proxy Planner for helpful guidelines in setting up your meeting.



Disposition of Excess Materials:

Destroy All ☐

Return to: Name _____

Company _____

Address _____

City, State, Zip _____

Ask us about on-line access to track your daily votes.

Final tabulation and reports to be sent to:

Name	
E-mail address	
Telephone	
Mail Address	

Special Requests /Comments:
