

## 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: \_\_\_\_\_

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*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.*

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*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.*

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

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**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.***

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*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	

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**Special Requests /Comments:**
