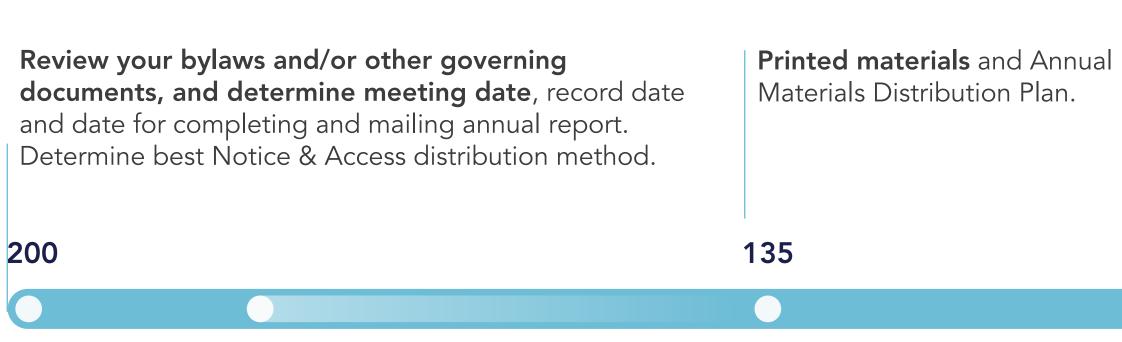
Key Annual Meeting Timeline Considerations

The following is a suggested timeline based on a typical Delaware corporation listed on the New York Stock Exchange. Please contact your Relationship Manager to customize this timeline to reflect your company's specific requirements.



180-140

Filing of shareowner-sponsored proposals is 120 days before anniversary date of last year's proxy material mailing or as required by your governing documents.

Confirm recordkeeper and voting trustee details for any files that need to be tabulated by the tabulator.

If you have a shareholder proposal, you may want to consider engaging a solicitor.

DAYS PRIOR TO MEETING

Contact your Relationship Manager. EQ are specialists in helping you better understand and manage the ownership of your company through critical events across the corporate lifecycle. As trusted advisors, we provide strategic insight and operations expertise through our core business units in Private Company Services, Transfer Agent Services, Employee Plan Solutions, Proxy Services, and Bankruptcy. Globally we serve 6,700 clients (47% of the FTSE 100 UK and 35% of the S&P 500), with over 40 million shareholders, through 6,000 employees in 5 markets around the world.



	Notify transfer agent and any plan recordkeepers of the record date , meeting date, request for shareowner list and confirm estimated quantities for printing purposes. Confirm the files and quantities that need to be transmitted to tabulator for tabulation (i.e. ESPP, 401k ESOP).							
Report		the num quantitie Mail the	ber of proxy statem	nees and their Notice and		Prepare meeting agenda and finalize meeting script. CONDUCT		
		agents a	nd exchanges.	Acces	ss mailing.	ANN	UAL MEETING	
	90	75-45		40		20		
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100	85-7	'5	60		30		5-1	
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	Transmit via EDGAR the preliminary proxy materials to the SEC (if required). Commence a broker search with tabulator or solicitor 20 days prior to the record date.)				mine whether you shou le a proxy solicitor.	
			advance no	Record date – provide at least 20 days advance notice to record date.				
			ne and then su	Confirm with transfer agent the number of voting shares and then supply certified list of record date shareowners. File final proxy materials with the SEC.				
within 4 Prepar	45 days of	ust be made the year end). onsent notice						

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