



# Foreign Currency Exchange Service Instructions and Enrollment Form

Please print your 10-digit Account Number: \_\_\_\_\_

Please print your Name and Address  
(exactly as it appears on your account): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 1 Payment Instructions

- Check the box to receive your dividend payments relating to the above account in a foreign currency (not in U.S. dollars).
- Note:** The Foreign Currency Exchange Service does not apply to any other types of payments (for example, corporate actions) issued by the above company (the "Company"), any other company, or EQ.

### 2 Requested Currency for Payment

- Refer to the Foreign Currency Codes listed on the enclosed "Foreign Currency Exchange Service" section, and enter the three-letter code of your preferred payment.
- If the currency you selected is not allowed for the country, or if there are any legal restrictions within the country where your bank is located, we will be unable to enroll you for the Foreign Currency Exchange Service. Please contact your local bank with any questions.

### 3 Contact Information

- **Clearly print** your email address and phone numbers where you can be reached regarding your enrollment.

### 4 Please provide wire instructions.

### 5 Sign the Authorization and Return this form

- Print and sign your name exactly as it appears on your account. **If more than one name is listed, all parties must sign.**
- Your signature authorizes the action and agrees to the terms and conditions detailed in the Foreign Currency Exchange Service Agreement

## Foreign Currency Exchange Service Enrollment Form

### 1 Payment Instructions

- I wish to receive my dividend payment in foreign currency via International wire (non-USD).
- I hereby instruct EQ to exchange all dividend payments relating to the above account into the foreign currency indicated below (step 2).
  - I understand that such payments will be subject to the exchange rate at the time of the currency conversion and will include the servicer markup and additional fees. For information on determining the exchange rate, fees, and compensations, see the "Foreign Currency Exchange Service Agreement" document.
  - I understand that these instructions only apply to dividend payments relating to the above account. All other payments made to you by the Company, any other company, or EQ will be paid in US Dollars.
  - **A copy of a voided check or bank statement showing my account information is included with this Enrollment Form.**

2 Currency Code

3 Contact Information Email: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_  
Evening Phone Number: \_\_\_\_\_



**4 Proceeds** (Refer to Foreign Currency Codes list to determine if a wire is available for your currency)

**Wire instructions:**

**Bank acct number/IBAN:** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_

**Bank Address 1:** \_\_\_\_\_

**Bank Address 2:** \_\_\_\_\_

**Bank Address 3:** \_\_\_\_\_

**ABA/SWIFT/BIC/Sort Code/BSB:** \_\_\_\_\_

**5 Authorization**

By signing below, I/we acknowledge that I/we have read, agree and consent to all of the terms and conditions of the enclosed Foreign Currency Exchange Service Agreement.

Printed Name(s)	Signature(s)	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Delivery Information.**

This form should be submitted via mail to:

EQ  
Attention: Automated Scanning Team  
1110 Centre Pointe Curve, Suite 101  
Mendota Heights, MN 55120

# Foreign Currency Exchange Service

## Getting Started: How to Enroll

This document outlines the process for enrolling to receive foreign currency exchange service from EQ in connection with dividend payments. This service is being offered for your convenience, and you are **not** required to enroll to receive this service in order to receive such payments.

*Note: This service is only being offered for payments of \$25.00 USD or more (prior to any deduction for applicable fees and expenses). Payments of less than \$25.00 will be remitted by check in U.S. currency to your address of record. EQ will deduct a fee of \$10.00 from your dividend proceeds.*

- Read carefully the “Foreign Currency Exchange Service Agreement” below.
- Review the “Foreign Currency Codes” listed in the pages below. You can elect to receive your payment only in the currencies listed.
- If you decide to enroll for the foreign currency exchange service, please complete the enclosed Enrollment Form by following the step-by-step instructions located on the form and submit it to EQ.
- A copy of a voided check or bank statement showing your account information must be included with this Enrollment Form.

All submitted documentation will be kept as part of EQ’s permanent records and will not be returned. We therefore suggest that you make copies of documents submitted to EQ for your records.

## Frequently Asked Questions (FAQs)

### 1. What is the Foreign Currency Exchange Service?

As an added convenience, EQ is offering you the option to receive your dividend payments in a currency other than U.S. dollars (USD), **as long as your payment is for \$25.00 or more (prior to any deduction for applicable fees and expenses)**. You are **not** required to enroll to receive this service in order to receive your dividend.

### 2. Which currency options are available for this service?

Please review the “Foreign Currency Codes” on pages below to see the full list of available foreign currencies.

### 3. How is the exchange rate determined?

Foreign currency exchange rates depend on the current market, the value of the transaction and the servicer markup. The exchange rates may fluctuate from time to time and from transaction to transaction, which will affect the final payment that you receive.

## Foreign Currency Exchange Service Agreement

**Scope of the Agreement.** This Foreign Currency Exchange Service Agreement (the "Agreement") applies solely to the currency exchange service provided by EQ to convert certain payments issued to you in U.S. dollars (USD) into a foreign currency in accordance with your instructions (the "Service"). For the avoidance of doubt, this Agreement does not apply to other services that you may now or in the future receive from EQ.

**Description of Service.** EQ offers you the choice of receiving certain payments relating to a designated account registered in your name in your preferred currency by check or wire, depending on the currency. Please refer to the Foreign Currency Codes section on the next page for a list of currencies currently available for exchange. EQ will not accept (and you should not give) any instructions to exchange any payment into a foreign currency for any account registered to the name of anyone other than you. To receive the Service, you will be required to complete the enclosed Enrollment Form, which requires certain personal information from you. This information includes, but is not limited to, your name, bank information, account number, email, phone number, and the preferred currency. EQ may utilize third-party servicers to perform any portion of the Service. EQ and its representatives, agents and servicers will maintain the confidentiality of your account information consistent with the requirements of applicable law. You understand that EQ is not responsible for the exact timing of your receipt of payments made through the Service.

You hereby acknowledge that the Company and/or any affiliate thereof is not a party to this engagement between EQ and/or such other third parties and yourself, and you further undertake that you shall have no claim and/or demand of any kind whatsoever against the Company and/or any affiliate thereof, relating to the Service and/or the Agreement provided by EQ and/or such other third parties.

**Rates and Fees.** Foreign currency exchange rates depend on the current market, the value of the transaction and the servicer markup. The exchange rates may fluctuate from time to time and from transaction to transaction, which will affect the final payment that you receive. EQ may receive compensation from the servicer for transactions through the Service. Additionally, EQ will deduct a fee of \$10.00 from your dividend proceeds.

**Amendment to this Foreign Currency Exchange Service Agreement.** You acknowledge and agree that EQ may amend or modify in whole or in part the terms of this Agreement at any time. Paper copies of any such changes may be obtained by contacting EQ by email or regular mail. Any amendment or modification will take effect when you access and/or use the Service after the date EQ makes such amendment or modification, provided such change will take effect in each case at any date required by applicable law.

**Acknowledgement and Consent to Transfer of Personal Financial Information.** You understand and agree that in order for EQ to provide the Service, the expertise and services of one or more outside companies will be used and relied upon, and that your personal information, including financial information, will be transmitted to and used by such companies. They may use this information to fulfill their functions in connection with the Service, and for data processing, statistical and risk analysis purposes. You acknowledge that your information may be processed, used and/or stored outside of the United States, in which case it may be accessible by foreign courts, governments or agencies. You consent to EQ's transmission of your information and acknowledge and agree that EQ is not responsible for information that has been transmitted to such outside companies.

**Liability.** EQ will take reasonable care in performing the Service and will be responsible to you for any losses or expenses suffered or incurred by you as a direct result of EQ's gross negligence, willful misconduct, or fraud in performing the Service for you. EQ will not be responsible for any misconduct on the part of any third-party representatives, agents, or servicers, if selected by EQ with reasonable care. EQ does not accept liability for any indirect or consequential loss suffered by you, or for any loss that does not arise as a direct result of EQ's gross negligence, willful misconduct, or fraud. Neither EQ nor its servicers will have any liability for any loss you may suffer as a result of any movement in the exchange rate or in the processing of your request by your designated banking institution.

You agree that you are solely responsible for the accuracy of any and all information and instructions that you provide to EQ, its representatives, agents and servicers and any banking institutions and for any and all actions that are carried out in reliance on such information. If you are in any doubt as to whether your instruction has been received or carried out, you may contact EQ as provided for in the Letter of Transmittal.

EQ will not be responsible for delays or failure to perform any of its obligations or functions due to acts beyond its control. Such acts will include, but not be limited to, acts of God, strikes, lockout, riots, acts of war, epidemics, terrorism, governmental regulations superimposed after the fact, judicial orders, communication line failures, power failure, earthquakes, or other disasters.

**Governing Law.** The terms and conditions of this Foreign Currency Exchange Service Agreement will be governed by all applicable federal laws of the United States of America and the laws of the State of New York.

**General Provisions.** EQ reserves the right to delay taking action on any particular instructions from you if it reasonably needs to obtain further information from you or to comply with any legal or regulatory requirement (including the obtaining of evidence of

identity to comply with money laundering regulations), or to investigate any concerns EQ may have about the validity of or any other matter relating to the instructions. If any of the instructions are difficult to read or illegible, EQ will issue your proceeds in U.S. Dollars and mail to your address of record.

If any provision of this Agreement shall be held illegal, invalid, or unenforceable by any court, this Agreement shall be construed and enforced as if such provision had not been contained herein and shall be deemed an Agreement between you and EQ to the full extent permitted by applicable law.

You may not transfer or assign this Agreement, or any rights or obligations hereunder. EQ may freely assign this Agreement, or any rights or obligations hereunder.

**Contact Information.** This form should be submitted via mail to:

EQ  
 Attention: Automated Scanning Team  
 1110 Centre Pointe Curve  
 Mendota Heights, MN 55120

EQ and its assignees will send all documents and payments to the address that appears in our records by regular first-class mail, unless directed otherwise. EQ will send all email responses to the email address from which you sent us correspondence. Any documents or payments sent to you will be sent at your own risk; EQ accepts no liability prior to its receipt of any document, or, where relevant, after the sending of any document or payment to you.

**Entire Agreement.** This Foreign Currency Exchange Service Agreement constitutes the entire agreement between the parties concerning the Service and may not be amended, modified, or supplemented orally. Any amendment or modification to this Agreement will become effective solely in accordance with the terms of this Agreement.

## Foreign Currency Codes

Code	Currency Name	Country
AED	UAE DIRHAM	UNITED ARAB EMIRATES
AFN	AFGHANISTAN AFGHANI	AFGHANISTAN
ALL	ALBANIA LEK	ALBANIA
AMD	ARMENIAN DRAM	ARMENIA
ANG	NETHERLANDS ANTILLEAN GUILDER	NETHERLANDS ANTILLES
AOA	ANGOLA KWANZA	ANGOLA
AUD	AUSTRALIAN DOLLAR	AUSTRALIA
AWG	ARUBAN FLORIN	ARUBA
AZN	AZERBAIJANIAN MANAT	AZERBAIJAN
BAM	CONVERTIBLE MARK	BOSNIA AND HERZEGOVINA
BBD	BARBADOS DOLLAR	BARBADOS
BDT	BANGLADESH TAKA	BANGLADESH
BGN	BULGARIAN LEV	BULGARIA
BHD	BAHRAINI DINAR	BAHRAIN
BIF	BURUNDI FRANC	BURUNDI
BMD	BERMUDIAN DOLLAR	BERMUDA
BND	BRUNEIAN DOLLAR	BRUNEI
BOB	BOLIVIAN BOLIVIANO	BOLIVIA
BRL	BRAZILIAN REAL	BRAZIL
BSD	BAHAMIAN DOLLAR	BAHAMAS

Code	Currency Name	Country
BWP	BOTSWANA PULA	BOTSWANA
BYN	BELARUSSIAN RUBLE	BELARUS
BZD	BELIZE DOLLAR	BELIZE
CAD	CANADIAN DOLLAR	CANADA
CDF	CONGOLESE FRANC	CONGO
CHF	SWISS FRANC	SWITZERLAND
CLP	CHILEAN PESO	CHILE
CNY	CHINESE YUAN (RENMINBI)	CHINA
COP	COLOMBIAN PESO	COLOMBIA
CRC	COSTA RICAN COLON	COSTA RICA
CVE	CAPE VERDE ESCUDO	CAPE VERDE
CZK	CZECH KORUNA	CZECH REPUBLIC
DJF	DJIBOUTI FRANC	DJIBOUTI
DKK	DANISH KRONA	DENMARK
DOP	DOMINICAN PESO	DOMINICAN REPUBLIC
DZD	ALGERIAN DINAR	ALGERIA
EGP	EGYPTIAN POUND	EGYPT
ERN	ERITREA NAKFA	ERITREA
ETB	ETHIOPIAN BIRR	ETHIOPIA
EUR	EURO	AUSTRIA
EUR	EURO	BELGIUM

Code	Currency Name	Country
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EUR	EURO	CYPRUS
EUR	EURO	EMU
EUR	EURO	ESTONIA
EUR	EURO	FINLAND
EUR	EURO	FRANCE
EUR	EURO	GERMANY
EUR	EURO	GREECE
EUR	EURO	IRELAND
EUR	EURO	ITALY
EUR	EURO	LATVIA
EUR	EURO	LITHUANIA
EUR	EURO	LUXEMBOURG
EUR	EURO	MALTA
EUR	EURO	NETHERLANDS
EUR	EURO	PORTUGAL
EUR	EURO	SLOVAK REPUBLIC
EUR	EURO	SLOVENIA
EUR	EURO	SPAIN
FJD	FIJIAN DOLLAR	FIJI ISLAND
GBP	BRITISH POUND	UNITED KINGDOM
GEL	GEORGIAN LARI	GEORGIA
GHS	GHANA CEDI	GHANA
GMD	GAMBIAN DALASI	GAMBIA
GNF	GUINEAN FRANC	GUINEA
GTQ	GUATEMALAN QUETZAL	GUATEMALA
GYD	GUYANA DOLLAR	GUYANA
HKD	HONG KONG DOLLAR	HONG KONG
HNL	HONDURAN LEMPIRA	HONDURAS
HRK	CROATIAN KUNA	CROATIA
HTG	HAITIAN GOURDE	HAITI
HUF	HUNGARIAN FORINTS	HUNGARY
IDR	INDONESIAN RUPEE	INDONESIA
ILS	ISRAELI SHEKEL	ISRAEL
INR	INDIAN RUPEE	INDIA
ISK	ICELANDIC KRONA	ICELAND
JMD	JAMAICAN DOLLAR	JAMAICA
JOD	JORDANIAN DINAR	JORDAN
JPY	JAPANESE YEN	JAPAN
KES	KENYA SHILLINGS	KENYA
KGS	KYRGYZSTAN SOM	KYRGYZSTAN
KHR	CAMBODIAN RIEL	CAMBODIA
KRW	KOREAN WON	KOREA
KWD	KUWAIT DINAR	KUWAIT
KYD	CAYMAN ISLANDS DOLLAR	CAYMAN ISLANDS
KZT	KAZAKHSTAN TENGE	KAZAKHSTAN
LAK	LAOS KIP	LAOS
LKR	SRI LANKAN RUPEE	SRI LANKA
LRD	LIBERIAN DOLLAR	LIBERIA
LSL	LESOTHO LOTI	LESOTHO
MAD	MOROCCAN DIRHAM	MOROCCO
MGA	MALAGASY ARIARY	MADAGASCAR
MNT	MONGOLIAN TUGRIK	MONGOLIA
MRO	MAURITANIA OUGUIYA	MAURITANIA
MUR	MAURITIUS RUPEE	MAURITIUS
MVR	MALDIVES RUFUYAA	MALDIVES
MWK	MALAWI KWACHA	MALAWI
MXN	MEXICAN PESO	MEXICO
MYR	MALAYSIAN RINGIT	MALAYSIA
MZN	MOZAMBIQUE METICAL	MOZAMBIQUE
NAD	NAMIBIA DOLLAR	NAMIBIA
NGN	NIGERIAN NAIRA	NIGERIA
<b>Code</b>	<b>Currency Name</b>	<b>Country</b>

NIO	NICARAGUAN CORDOBA	NICARAGUA
NOK	NORWEGIAN KRONER	NORWAY
NPR	NEPALESE RUPEE	NEPAL
NZD	NEW ZEALAND DOLLAR	NEW ZEALAND
OMR	OMANI RIAL	OMAN
PEN	PERU NEW SOL	PERU
PGK	NEW GUINEA KINA	PAPUA NEW GUINEA
PHP	PHILIPPINE PESO	PHILIPPINES
PKR	PAKISTANI RUPEE	PAKISTAN
PLN	POLISH ZLOTY	POLAND
PYG	PARAGUAY GUARANI	PARAGUAY
QAR	QATARI RIAL	QATAR
RON	ROMANIAN LEU	ROMANIA
RSD	SERBIAN DINAR	SERBIA
RUB	RUSSIAN ROUBLE (NEW)	RUSSIA
RWF	RWANDAN FRANC	RWANDA
SAR	SAUDI RIYAL	SAUDI ARABIA
SBD	SOLOMON ISLANDS DOLLAR	SOLOMON ISLANDS
SCR	SEYCHELLES RUPEE	SEYCHELLES
SEK	SWEDISH KRONA	SWEDEN
SGD	SINGAPORE DOLLAR	SINGAPORE
SLL	SIERRA LEONE LEONE	SIERRA LEONE
SRD	SURINAMESE DOLLAR	SURINAME
SSP	SOUTH SUDANESE POUND	SOUTH SUDAN
STD	SAO TOME AND PRINCIPE DOBRA	SAO TOME AND PRINCIPE
SZL	SWANZI LILANGENI	SWAZILAND
THB	THAI BAHT	THAILAND
TND	TUNISIAN DINAR	TUNISIA
TOP	TONGA PA'ANGA	TONGA
TRY	NEW TURKISH LIRA	TURKEY
TTD	TRINIDAD AND TOBAGO DOLLAR	TRINIDAD AND TOBAGO
TWD	TAIWAN DOLLAR	TAIWAN
TZS	TANZANIAN SHILLING	TANZANIA
UGX	UGANDA SHILLING	UGANDA
UYU	URUGUAYAN PESO	URUGUAY
VND	VIETNAMESE DONG	VIETNAM
VUV	VANUATU VATU	VANUATU
WST	SAMOA TALA	SAMOA
XAF	CFA FRANC BEAC	CENTRAL AFRICAN REPUBLIC
XCD	EAST CARRIBEAN DOLLAR	EAST CARRIBEAN NATIONS
XOF	CFA FRANC	WEST AFRICA
XPF	FRENCH PACIFIC FRANC	FRENCH PACIFIC
YER	YEMENI RIAL	YEMEN
ZAR	SOUTH AFRICAN RAND	SOUTH AFRICA
ZMW	ZAMBIAN KWACHA	ZAMBIA