


Annual Meeting Planning Timelines

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.


Annual meeting timeline	Days Prior to Meeting	
Determine meeting date, record date and date for completing and mailing annual report. Finalize annual meeting location and date. Begin draft of proxy statement.	200	
Deadline for filing of shareowner-sponsored proposals is 120 days before anniversary of the date of last years proxy material mailing.	180-140	
Inform and consult with your printer on the meeting schedule and requirements for printed materials and the plan (if any) to distribute materials electronically and/or use plain English design.	135	
Printer orders envelopes for mailing and returns and orders paper stock for proxy materials and annual report.	130	
Begin proxy card, notice, proxy statement and annual report materials preparation.	120	
Submit proxy statement information questionnaire to directors and officers.	110	
Review questionnaire responses and determine if there is any need to make a Form 5 filing (must be made within 45 days of the year end).	100	
Send preliminary draft of form of proxy, notice of meeting, proxy statement and annual report to printer.	100	
Preparation of consent notice to household.	100	
Distribute to management and counsel the proofs of the notice of meeting proxy card, proxy statement and annual report.	95	
Review management/counsel comments on proxy materials and annual report and send changes to printer for second proof. Include preparations for uploading the meeting materials.	90	
Notify transfer agent of record date, meeting date, request for shareowner list and confirm number of proxy statements and proxy cards.	90	
Request from depositories a listing of nominee participants and request an omnibus proxy. Notify the proxy processing company(s), banks brokers and other nominees of the record and meeting dates. Determine who will forward materials to shareowners and confirm the number of sets of proxy materials. Note: SEC Rule 14a-13(a)(3) requires that this inquiry of proxy material must be made at least 20 business days before record date.	90	
Conduct a director's meeting to name director nominees, authorize record date, approve proof of notice of meeting, proxy card, proxy statement and annual report and appoint inspectors of election and auditors.	90-75	

Annual meeting timeline	Days Prior to Meeting	✓
Transmit via EDGAR the preliminary proxy materials to the SEC (if required). Note: We also recommend sending a test filing via EDGAR one day prior to final transmission. Any other exchange, or NASDAQ, may require preliminary copies.	85-75	
Mail the annual report to the SEC, the nominees and their agents and exchanges or NASDAQ.	75-45	
Record date – provide at least 10 days advance notice to record date to stock exchanges or NASDAQ.	60	
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.	60	
Transfer Agent mails proxy materials to shareowners, exchange and/or NASDAQ and nominees.	60	
Post materials on website for shareowners who have consented to electronic delivery, and ensure they are notified of posting and voting procedures. Electronic voting site is turned on for shareowner voting.	60	
Electronic voting site is turned on for shareowner voting.	40	
Notice & Access mailing.	40	
Mail additional proxy material to shareowner and nominees (if needed).	35	
Determine whether you should engage a proxy solicitor.	30	
Conduct proxy follow-up mailing to stockholders if required.	30	
Prepare meeting agenda.	20	
Conduct follow-ups to large shareholders (if needed).	15	
Review final form of ballots, resolutions, motions and oath of inspectors.	10	
Review with senior management the annual meeting (e.g. script, briefing book, etc.)	10	
Begin annual meeting rehearsals.	3	
Review all arrangements and prepare written agenda to hand out.	1	
Conduct annual meeting.	0	


OTHER KEY TIMELINES

These supplemental timelines have been provided to highlight specific components you may opt to include in your annual meeting. Please contact your Relationship Manager (RM) to customize this timeline to reflect your company's specific requirements.


Notice and access

DELIVERABLE	TARGET DATE	
Client decision on Notice & Access.	Eight weeks prior to record date	
RM informs proxy coordinator that client will be using Notice & Access.	Four weeks prior to record date	
Client signs EQ Notice & Access agreement letter.	Two weeks prior to record date	
Commence design of Notice Letter.	Two weeks prior to record date	
Finalize design of Notice Letter.	Five days prior to mail date	
PDF documents of compliance materials (including proxy card) e-mailed to RM.	Five days prior to mail date	
Internet site reviewed by client and RM.	Two days prior to mail date	
Approved Notice site is live.	Mail date	

Householding

DELIVERABLE	TARGET DATE	
Client requests and reviews EQ's household analysis.	90 days prior to mail date	
Client requests household process be run.	75 days prior to mail date	
Household process completed.	Two days after receipt of request to household	
Consent Notice file transmitted to mail vendor.	One day after completion of household process	
Consent Notice distributed via USPS.	70 days prior to mail date	
PDF documents of compliance materials (including proxy card) e-mailed to RM.	Five days prior to mail date	
Internet site reviewed by client and RM.	Two days prior to mail date	
Approved Notice site is live.	Mail date	


Electronic voting timeline

DELIVERABLE	TARGET DATE	
Client decides to utilize Internet and/or telephone voting.	Five weeks prior to record date	
RM notifies Proxy Department.	Four weeks prior to record date	
Client signs EQ electronic voting agreement.	Two weeks prior to record date	
For telephone voting: EQ issues company ID and test control number.	Two weeks prior to record date	

FOR INTERNET VOTING, CLIENT SUBMITS:

PDF of proxy card.	Five days prior to mail date	
URL where the annual report is hosted (if not hosted on www.equiniti.com).	Two days prior to mail date	
PDF of the proxy statement.	Mail date	
Company logo (GIF file, 250 x 60 pixels).	Two days prior to record date	
Internet voting site reviewed and approved.	Three days prior to mail date	
Approved Internet/telephone voting site(s) are live.	Mail date	
Site(s) are closed.	11:59 p.m. ET, day prior to the meeting	

Employee distribution and voting timeline

DELIVERABLE	TARGET DATE	
Client decides to utilize employee distribution and voting.	Eight weeks prior to record date	
EQ receives test external tapes from trustee. File must comply with specified file format.	Six weeks prior to record date	
EQ tests client's email address file.	Six weeks prior to record date	
Client signs EQ's electronic voting agreement.	Two weeks prior to record date	
EQ receives external tapes from trustee. File must comply with specified file format.	Two days after record date	
EQ combines registered file with Trustee file(s).	Four day turnaround	
EQ's Data Management Unit consolidates accounts and transmits data to electronic distribution vendor.	Three day turnaround	
Remaining combined file transmitted to proxy distribution vendor.	One day turnaround	
Test e-mail distributed to selected employees.	Two days prior to mail date	
Materials mailed via USPS.	Mail date	
Materials delivered via email.	Mail date	
Vendor returns undeliverable e-mails (bounces) to EQ.	Three days after mail date	
Undeliverable shareowner list to mail vendor for USPS distribution.	36-hour turnaround	

ABOUT EQ

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 (49% of the FTSE 100 UK and 35% of the S&P 500), with over 30 million shareholders, through 6,500 employees in 5 markets around the world.

REACH OUT

w equiniti.com

e newbusiness@equiniti.com

p 877.814.9687

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