

# Notice and Access Timeline

This will help you determine the appropriate due dates\*. If you choose Notice and Access, there are some timeline requirements that we have implemented to help you meet the requirements for your annual meeting process. You can also get a customized timeline by entering your record date and meeting date in our interactive web timeline at: <http://www.Broadridge.com/Notice-and-Access/Noticetimeline/Default.aspx>

\* Your proxy timeline should only be finalized after consulting your company's legal counsel, by-laws and/or articles of incorporation.



	Dates
Record Date	
SEC Filing Date	
Meeting Date	

Data Element	Days Before Meeting	Dates
Broker Search Date	80	
Initial Draft of Proxy Card / Notice	65	
Last Date for Issuer to Confirm Use of Notice and Access Model	60	
Record Date	60	
Shareholder Records Merged	57	
Hard-copy Material Quantities Confirmed**	55	
Mail Class Confirmed	55	
Print Ready Documents Provided (Interactive Document Client Only)	50	
Demo Links for Interactive Document Provided for Approval	47	
Client Approval of Interactive Document Demo	46	
Final Links for Interactive Document Created	45	
Provide PDF or Links for Electronic Delivery (Non-Interactive Documents Clients Only)	45	
SEC Filings Must be Completed and Materials Must be Posted on Website.	45	
Date Notice Must Begin Printing	45	
Emails for Electronic Delivery Released	40	
Last Date The Intermediary Must Send Its Notice to Shareholders (40 days prior to the meeting)	40	
Earliest Possible Date Second Notice can be Mailed	30	
Last Date to Receive hard-copy Material & Obtain 15 Day Broker Discretionary Voting	30	
Last Date to Receive hard-copy Material & Obtain 10 Day Broker Discretionary Voting	20	
Date First Vote (15 day vote) is Issued	15	
Last Reasonable Date to Request Material Before Annual Shareholder Meeting (Broadridge Warehouse Agent)	13	
Last Date to Request Material	Meeting + 365	

\*\*The Order Quality represents only the number of sets of materials required to complete the distribution to investors that will receive hard-copy packages. The SEC Notice and Access Rule requires companies to deliver hard-copy material to any investor who requests such material for up to one year after Shareholder meeting. It is not possible for Broadridge to estimate how many investors will request hard-copy materials after receipt of the Notice. Therefore additional requests are not included in the material estimates. Broadridge can not be held financially responsible for the costs related to the printing or delivery of any additional material requests that may be made by investors. Companies are urged to factor in these additional requests prior to printing material.