DTCC

PROXY SEASON TIPS

TO ENSURE A SMOOTH AND EFFICIENT PROXY SEASON, DTCC OFFERS THE FOLLOWING TIPS:

- **Advise DTCC of meeting and record date information at least twenty days prior to record date:**
  To expedite announcement, be sure to include the following information in this format;

  Description / CUSIP
  Record Date: mm/dd/yy
  Meeting Date: mm/dd/yy
  Meeting Type: Annual / Special / Extraordinary / General

  This information must be sent via email to proxyannouncements@dtcc.com.

- **Register for Security Position Reports (SPR) web service to take advantage of the Electronic Omnibus Proxy offering.**
  Issuers registered for SPR will be able to retrieve their Omnibus Proxy and related position listing the morning after record date via the SPR application, free of charge.

  To register for SPR, as well as view the SPR Registration Guide, Web User Guide and FAQs, visit: www.dtcc.com/SPR-signup.

- **Make sure that SPR users can access the website:**
  Be sure to log in at least once a year to prevent your user ID from being purged due to inactivity. Per DTC policy, each SPR issuer client must have at least one company officer registered and active for the service at all times.

  Due to the sensitive nature of the data, DTCC uses security protocols to access our web portal. As a result, login issues are common and may require users to reset their password or obtain a new activation code.

  Any technical difficulties accessing DTCC's MyDTCC web portal (https://portal.dtcc.com) should be directed to the Client Contact Center by calling 888-382-2721.

  Note: Proxy season is a peak call volume period. To mitigate time spent requiring DTCC's assistance, users should attempt to log-in ahead of time to ensure access.

- **Confirm that the information in SPR is accurate and up-to-date:**
  Please review your eligible issue list and make sure all the necessary CUSIPs are included.

  If you are using a third-party agent, make sure that all the necessary agents are authorized via your agent authorizations screen.

  Review and update your payment profile as necessary by using the ePayments (EPY) application accessed via DTCC's web portal (https://portal.dtcc.com).

  For questions, please contact spr@dtcc.com.