MyService.Broadridge.com

MyService.Broadridge.com is a free-of-charge, online portal for Issuers, Transfer Agents and Proxy Solicitors. It provides online access to material and delivery requirements, mailing status, proxy voting and other services that support your proxy and investor communication needs.

Add MyService.Broadridge.com to your Favourites List.

Using MyService.Broadridge.com, you can:
- View early search and record date material quantities for Broadridge mailings
- View proxy job information
- View material delivery status
- View voting results tabulated to date and any pending votes that have not yet been sent to the tabulator
- View Omnibus Reports
- Update Agent contact details

If you have any questions regarding MyService.Broadridge.com, contact your Broadridge account representative or email Client.Relations@Broadridge.com.
What’s New

Your client service representative and sales representative will display under My Broadridge Team on the Home Page.

The Material Selection for the mailing job will display as part of the Job Summary. You can verify that the mailing job is being delivered to all your beneficial securityholders or the segment you instructed.

*Material Selection does not apply to U.S. reporting financial intermediaries. Results will always be based on mailing to 100% of beneficial securityholders according to U.S. regulatory requirements.
To set up your personal logon details:
Forward an e-mail to Client.Relations@Broadridge.com to request an account set up:
- Provide your CUSIP, email address and phone number
- You must advise Broadridge to deactivate accounts for associates no longer with your company
- Group distribution lists within your company will not be set up

Passwords:
A temporary password will be sent to the email address provided.
You will be prompted to create your personal password.

Password resets or locked accounts – click on the link on the home page “Forgot Password?” and follow the instructions.
MyService.Broadridge.com – Homepage

Select ICSOnline Campaign Manager after you log in.
ICS Online Landing Page – Quick Links

The landing page will default to your CUSIP or the first CUSIP if you manage multiple companies and/or CUSIP numbers.
Landing Page – Tabs

**App Menu** – Takes you back to the list of accessible applications. This is where you clicked on ICSOnline Campaign Manager

**Home** – Takes you back to the Home screen for your CUSIP

**Job Information** – Provides you with the existing jobs for your CUSIP

**Information** – Directory of Broadridge contacts, our certifications, and delivery instructions for Broadridge's Canada and U.S. processing centres

**Tools** – Issuer Guide and other useful tools

**Update and Requests** – Update your location or phone numbers

**Reports** – Link to the Omnibus Reports, and Client Reports for Notice and Access fulfillment.

**Update Profile** – Update your profile

**Vote Confirmation** – Not yet available
Landing Page – CUSIP/Issuer Name

You can search by CUSIP or Issuer Name.

Current jobs set up for CUSIP you entered

If a job is not listed, select Show all jobs. Jobs appear in record date order from most recent to oldest (Reorg jobs do not appear in this portal.)
Reports – View List of Omnibus Proxies

On the Homepage, click on the Reports tab and then select Omnibus Proxies. All Omnibus Proxies will appear that were generated from Canadian and U.S. intermediaries.
Reports – Select Omnibus Proxies

Omnibus Reports – a list of Omnibus Proxies will appear based on the search criteria you entered. Select the proxies you want to view and click View Selected.

![Omnibus Reports Table](image)

Click Select Omnibus Proxies

Click
Reports – View and/or Print Omnibus Proxies

The Omnibus Proxies you selected will appear for validating purposes. You can print them from this screen.

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| US INTERMEDIARY, THE RECORD HOLDER, |
| HEREBY APPOINTS EACH OF THE PERSONS, PARTNERSHIPS, ASSOCIATIONS, CORPORATIONS OR OTHER ENTITIES HEREBY IDENTIFIED BY NAME PROXIES WITH FULL POWER OF SUBSTITUTION TO VOTE THE NUMBER OF SHARES OF THE SECURITY SPECIFIED BELOW, AND TO ABSTAIN FROM VOTING ANY AND ALL MATTTERS AS MAY PROPERLY COME BEFORE THE MEETING THE FILING BY RECORD HOLDER WITH THE COMPANY OF ITS ONLY AUTHORIZED AGENT OF ANY INSTRUMENT SIMILAR TO THIS INSTRUMENT RELATING TO THE VOTING OF THE SHARES OF THE SECURITY SPECIFIED BELOW AT SUCH MEETING, THE FILING OF WHICH INSTRUMENT SHALL REVOCATE ALL THE APPOINTMENTS SPECIFIED HEREIN.
| THIS INSTRUMENT REVOKES ALL APPOINTMENTS OF PROXIES HERETOFORE MADE BY RECORD HOLDER WITH RESPECT TO THE VOTING OF SHARES OF THE SECURITY SPECIFIED BELOW AT SUCH MEETING. FOR THOSE RESPONDENTS LISTED BELOW WITH AN INDICATION OF "YES" AS A BROADRIDGE CLIENT, MATERIALS WILL BE ORDERED BY BROADRIDGE.

<table>
<thead>
<tr>
<th>OMBUS PROXY</th>
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<tbody>
<tr>
<td>RESPONDENT NAME AND ADDRESS:</td>
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<td>SECURITIES</td>
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<tr>
<td>SECURITIES</td>
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<td>ABC SECURITIES  123 TOWN STREET NEW YORK, NY 10005</td>
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<tr>
<td>DEF NATIONAL BANK  123 TOWN STREET NEW YORK, NY 10005</td>
</tr>
<tr>
<td>THE &amp; CO  123 TOWN STREET NEW YORK, NY 10005</td>
</tr>
<tr>
<td>HUK TRUST &amp; INVESTMENT  123 TOWN STREET NEW YORK, NY 10005</td>
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</tbody>
</table>

| BROADRIDGE TEST JOB |
| TABULATING AGENT |
| 123 ANYTOWN AVE |
| CITY, ON L5R 4G5 |
| CANADA |
| CUSIP: | MEETING DATE: | RECORD DATE: | DTC NUMBER: |
| CLIENT: 1004 |

Signed by Authorized Associate of Broadridge |
```
Job Details

Click on a job from Your Current Jobs list to display a Job Summary.
Job Summary

Essential details of a job display on this screen.
View Material Delivered to Broadridge Canada or U.S.

From the Job Detail tab for the job you wish to review

Click on View Material Delivery Information
View Material Delivered

Details for the Material Type, Receipt Date and Quantity Received are displayed

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<table>
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<th>Receipt Date</th>
<th>Quantity Received</th>
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Material Order Quantity – Traditional Mailing

After selecting a job on the “Your Current Jobs” screen (see page 11), click on the “Material Order Quantity” tab.

Drop down box:
- Combined (Canada and U.S.)
- Beneficial (Broadridge U.S.)
- Canadian Beneficial (Broadridge Canada)

Click here
Material Order Quantity – Notice and Access

If you have multiple classes in a job, click on the “Stock Class” drop down arrow. You can then query a particular class.
Notice and Access – Fulfillment

Issuers who choose to deliver material to those investors that have requested a full set of material can utilize the collection service of Broadridge and download the name and addresses.

Issuers will receive an email notification that full set materials have been requested. The issuers can retrieve the file of name and addresses using the MyService.Broadridge.com portal in text or excel file formats.

Issuers need to be aware that requests for material must be fulfilled:

- 3 business days from receipt of the request up to the day prior to the meeting
- 10 business days from receipt of the request from the day of the meeting up to 1 year from the date the material was filed on SEDAR
Log into MyService.Broadridge.com

Enter your email address and Password

Click Login
Go to Reports on the menu bar, click on Client Reports.

New window will open PostEdge Reports.
Click on Document Search
Select Document Type – Fulfillment Requests
A default date range will display, click Submit, or modify date range and Submit
A list of all the existing reports will display, highlight the Fulfillment Report to be accessed.
Choose Output format

- Excel file
- Text file

Your search matched 2 documents.
Output in Excel
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<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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<td>JOB_NUM</td>
<td>DATE_OF_REQUEST</td>
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<td>ADDRESS_2</td>
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</table>
Click the link with the left button to view or click with the right and choose Save Target As to save the file to disk.
Print your labels or envelopes and mail the full set of material.
Keep a record of the dates the material was mailed for future inquiries and compliance of regulation.
Nominee Information

Scroll down to view the nominee information, shares represented (for record date proxy jobs only) and investor counts by nominee. Click on a nominee to view detailed information about suppressions resulting from email delivery, consents and account consolidation.
Voting Results

To see the votes tabulated, click on the Voting tab. Select either Combined, Broadridge U.S. (Beneficial Mailing) or Broadridge Canada (Beneficial Mailing). The Proxy Vote Summary represents all votes tabulated to this point, including those reported to you or your tabulator and those tabulated but not yet reported. You can also view the Director Vote results by Director nominee.
Pending Vote Summary

These are votes tabulated but not reported to you or your tabulator. This may be helpful to verify if a large block has been voted and which will appear on the next proxy vote report sent to you or your tabulator.

Drop-down Boxes – Refine your Search

The bank/broker breakdown is useful to determine the discretionary vote through U.S. brokers and dealers. Canadian broker/dealer votes are viewed under the Bank view because they do not have discretionary voting rights.
Appointee Voting – Appointee Vote Summary

This tab only applies to Broadridge Canada votes. It represents all shares voted that recorded an Appointee on their vote instructions.
Appointee Detail

Identify Appointees and the total shares they represent across all brokers/dealers.

Click on Appointee Name for voting details
Appointee Voting Pattern

Identifies how an appointee voted across all brokers/dealers.

Example: Unmarked Votes. Tabulated votes that give the named appointee discretion over how to vote at a meeting.

Example: Directed Voting. Tabulated votes that direct the named Appointee how to vote at a meeting.
Pending Appointee Votes

These are the tabulated Appointee votes that are not yet reported to you or your tabulator. They will be reported on the next proxy vote report issued.
Data Security

Data security is a high priority at Broadridge. We have taken a proactive approach to manage our data security interfaces with our clients. We are requesting all of our clients to establish a Data Security Administrator (DSA) who will manage the technical relationship between your team and Broadridge. In doing so, all requests for systems/security access and file interfaces can flow through an individual or multiple designated representatives.

Below are some recommended security guidelines for your DSA:

• Submit access requests such as new user account creation, password resets, removal of Administrative suspensions and terminations of users via email through your designated Broadridge representative or Client.Relations@Broadridge.com.

• Requests to terminate users' access to any Broadridge application are to be sent to your Broadridge representative as soon as possible to deactivate their user IDs. This includes ICSOnline, MyService.Broadridge.com, Campaign Manager, ProxyEdge, etc.

• Periodically advise users with access to Broadridge applications that sharing of user IDs and passwords is not permitted. In cases where the DSA will be out of the office, communicate the contact information for the designated backup to Broadridge.

• Periodic review or recertification of users and their associated access is strongly recommended.
About Broadridge

Broadridge Financial Solutions, Inc. (NYSE:BR) is the leading global provider of investor communications and technology-driven solutions for broker-dealers, banks, mutual funds and corporate issuers. Broadridge's investor communications, securities processing and business process outsourcing solutions help clients reduce their capital investments in operations infrastructure, allowing them to increase their focus on core business activities.

With over 50 years of experience, Broadridge's infrastructure underpins proxy voting services for over 90% of public companies and mutual funds in North America, and processes more than $5 trillion in fixed income and equity trades per day. Broadridge employs approximately 6,400 full-time associates in 13 countries.

For more information about Broadridge, please visit broadridge.com.