

PROXY SEASON TIPS

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

■ **Advise DTCC of meeting and record date information at least twenty days prior to record date:**

Be sure to include the CUSIP(s), record date and meeting date in this communication. This information should be sent via email to proxyannouncements@dtcc.com.

*Note: A hardcopy mailing of this information is not required, and potentially could lead to unnecessary delays.

■ **Register for Security Positions Report (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 at no charge. This service greatly reduces the delivery time and effort associated with a hardcopy mailing.

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

■ **Make sure that SPR users can access the website:**

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 login-related technical difficulties to DTCC's web portal (<https://portal.dtcc.com/>) should be directed to the Customer Support Center at 888-382-2721, option 1, option 3.

*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 issuerservices@dtcc.com.