

Before Participant Submission ...

Before submitting a demand/dissent letter request to DTC, Participants should utilize the below checklist to ensure that its submission meets DTC's requirements. Please be advised that DTC will review each request and may return the request to the Participant for necessary legal or technical revisions, so please plan accordingly.

To help ensure timely processing of a Participant's request for a Cede & Co. demand/dissent letter, a Participant should anticipate a DTC processing time of approximately six business days. Processing time may increase if, for example, a Participant requests notarization of the Cede & Co. demand/dissent letter, or if, once a request is submitted to DTC, DTC needs to return the request to the Participant for technical revisions. In addition, Participants should anticipate longer processing times during periods of high volumes and plan accordingly. DTC is not responsible for a Participant's failure to meet any deadline or cut-off in connection with its request.

In addition, please note that DTC and Cede & Co. do not take a position as to the sufficiency of any demand/dissent letter, whether from a legal standpoint or otherwise, for any particular purpose. Participants and beneficial owners should consult with their own counsel regarding the form and content of any demand/dissent letter.

Before submission, please ensure that:

- The Instruction Letter is on Participant letterhead.
- Participant does **not** include a date in the partner signature line on the Cede letter. It will be entered on the date the letter is signed by Cede & Co., which may not necessarily be the same day the letter request is submitted to DTC.
- The Instruction Letter and Cede & Co. Letter reflect the identical position and beneficial ownership information (e.g., CUSIP, Security description, share/principal amount, beneficial owner name, and the date that the position was held for the benefit of the beneficial owner).
- If using the DTC template, it includes all the information required in the appropriate lines as indicated by the "inserts" and the instructions ("insert security description here") on the template are removed in your final letter.
- **Beneficial Owner Breakdown requirements are adhered to:**
 - A Participant can request that Cede & Co. execute one demand letter on behalf of multiple identified beneficial owners (who are all clients of the Participant), provided that the Cede & Co. Letter only relates to one CUSIP across all the referenced beneficial owners, with all beneficial owners holding position on the same date. The instruction and Cede & Co. Letter need to include both the aggregate total share/principal amount held by the

Participant for the benefit of the beneficial owners, as well as a list of each beneficial owner and a breakdown of their corresponding holdings.

- A Participant can request that Cede & Co. execute one demand letter with respect to multiple CUSIPs held by one beneficial owner. The letter needs to include a breakdown of the share/principal amount held by the beneficial owner by CUSIP.

- **Medallion Stamp requirements:**

(Note: If requirements are not met, DTC can reject the request.)

- A medallion stamp must utilize the medallion stamp ink (i.e., patented green ink) and all the information contained on the stamp must be clearly legible on the letter.
 - The stamp must be signed by an authorized individual at the firm who is **not** the signer of the instruction letter. The signer of the medallion must print or type their name under the medallion.
 - If using a stamp which has the fixed company name signature, (rather than a place for an individual ink signature), an officer of the firm (that is not the signer of the letter) must sign next to the medallion stamp on the letter, print or type their name under their signature, and provide to DTC in the submission the firm's corporate secretary list of authorized signers reflecting the officer's name.
- The Instruction Letter, the Cede & Co. Letter, and any attachment must be submitted as one PDF document in the MyDTCC portal. All submissions need to be in PDF format, (Microsoft Word is not acceptable).

If you should experience difficulties submitting a request via the MyDTCC portal, please follow the below link to our Demand and Dissent MyDTCC User Guide on our website (on the right hand side of the page under "Essentials") at:

<https://www.dtcc.com/settlement-and-asset-services/issuer-services/proxy-services>

If you use the MyDTCC products, but do not have MyDTCC access to enable you to submit a request, please reach out to your firm's DTC Super Access Coordinator to enable web access. You will need a DTCC Web ID to take advantage of these new features and submit new requests via Support at MyDTCC (<https://portal.dtcc.com/>). If you have any questions, please call DTCC's Client Contact Center at 1-888-382-2721, 12 pm ET Sunday – 4 pm ET Saturday.