# logo_Letterhead.jpg

The Depository Trust Company Date: **mm/dd/yyyy**

Stock Dividend Department

570 Washington Blvd

Jersey City, NJ 07310

## **DIVIDEND REINVESTMENT AGREEMENT LETTER**

Attn: Stock Dividend Department

Re: Security Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

CUSIP:(or attached list of CUSIPs-include total number here  )

Type of Dividend Reinvestment:

Shares purchased for the dividend reinvestment represent the same issue and CUSIP number as the Issue and CUSIP paying the dividend.  Yes  No If No, Entitlement CUSIP:

Country of Incorporation:

Are there any Fees and/or Commissions charges applied:  Yes  No

Are there any restrictions on who is eligible to reinvest:  Yes  No

Complete restriction details if applicable.

1. As Dividend Reinvestment Plan Administrator, we agree to allow The Depository Trust Company to participate in dividend reinvestment for the aforementioned issue(s).

2. Any change in the Dividend Reinvestment Plan or change of Plan Administrator Agent that would affect The Depository Trust Company in any way shall be effective only if written notice is supplied at least 30 days prior to record date to:

The Depository Trust Company, Stock Dividend Department (Attn: Stock Dividend Manager)

570 Washington Blvd. 18301 Bermuda Green Drive

Jersey City, NJ 07310 or Tampa, FL 33647

***\*\*additionally, emailed to*** [***StockDividendProcessing@DTCC.com***](mailto:StockDividendProcessing@DTCC.com)***\*\****

3. The Plan Administrator need only complete this Agreement Letter once. Execution of the Letter does not serve as permanent instruction for reinvestment; rather, DTC’s Report to Paying Agent form (a copy of which is available upon request) serves as dividend reinvestment instruction to the plan administrator on a payment cycle. These instructions will be submitted no later than the (select):  2nd,  3rd,  4th or  5th, business day following the dividend record date. (The Plan Administrator will accept corrected information in the form of a revised Report to Paying Agent until five business days preceding the dividend payable date.) If DTC does not submit a Report to Paying Agent Report then DTC will receive cash on all shares registered in the name of Cede & Co.

4. The Plan Administrator will notify DTC of the reinvestment purchase price as soon as it is established. Once the purchase price is received, DTC will provide the Plan Administrator with the number of full and accumulated fractional shares to be liquidated for CIL on the first business day after receiving the price.

5. The Plan Administrator agrees to liquidate shares as described in section #4 for cash in lieu (CIL) to the DTC participant level.

* The Plan Administrator will submit payment for cash in lieu via a wire.

6. Upon issuance of shares, the Plan Administrator will deliver the following documents to DTC prior to the next record date (relative to the dividend reinvestment participation):

Check if applicable

1. Advice of credit to DTC’s FAST balance representing DTC’s entitlement

sent to the following mailbox: [***StockDividendProcessing@DTCC.com***](mailto:StockDividendProcessing@DTCC.com)

*OR*

1. One certificate representing all whole shares acquired through

reinvestment for the period. Physical certificates should be delivered to:

The Depository Trust Company

570 Washington Blvd.

New Jersey City, NJ 07310

Attn: Central Delivery/Deposits (Dividend Reinvestment Section)

7. We agree to abide by the attached procedures detailing Cede & Co. nominee name participation (subject to change upon joint agreement).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan Administrator

(Or Authorized Person)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IN ACCORD:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Depository Trust Company