



Colonial Stock Transfer Company, Inc.
66 Exchange Place, Suite 100
Salt Lake City, Utah 84111
Tel: 801-355-5740 • Fax: 801-355-6505
www.colonialstock.com

ANNUAL MEETING INFORMATION SHEET

Fax or Mail to Colonial Stock Transfer (CST) at least 25 days prior to the Record Date.
(SEC Rule 14a-13 requires that a Broker Search should take place at least 20 business days prior to the record date for an Annual Meeting. Consult your securities attorney for specific SEC notification rules.)

Issuer Name: _____ Issuer Contact: _____
Telephone: _____ Email: _____

DATES

- 1. Record Date: _____
A minimum of 5 business days is required between a record date and mail date to ensure broker settlements and internal processing. We recommend setting the record date at least 55 days prior to meeting.
2. Mail Date: _____
A minimum of 40 days between mail date and meeting date is required if utilizing the SEC's Notice & Access "Notice Only" method. We recommend setting an approximate mail date of 44 days prior to meeting in order to allow Broadridge to merge their records for mailing to the beneficial holders. Consult your legal counsel for your requirements. Material and postage/shipping advance to be received at least two business days prior to mailing date.
3. Meeting Date and Time: _____
Meeting Location: _____
City, State: _____
4. Estimated filing date of Definitive Proxy Statement _____

NOTICE & ACCESS

On January 1, 2009, Notice and Access rules established by the Securities and Exchange Commission ("SEC") became mandatory for all Issuers to comply with. Notice and Access requires all Issuers to post proxy materials (typically Annual Report and Proxy Statement) on a cookie-free internet website and to provide notice to shareholders of the electronic availability of those materials. See SEC Release 34-56135 at http://www.sec.gov/rules/final/2007/34-56135.pdf

Check One:

- Notice Only Method (Sending the Notice without a full set of Proxy Materials)
Full Set Method (Sending the Notice with a full set of Proxy Materials)

Is CST to perform the mailing to your Registered Shareholders? Yes No
Is CST to provide Online Proxy Voting? Yes No
Is CST to provide Proxy Web Hosting/ Document Conversion? Yes No
Is CST to set up and communicate with Broadridge for you? Yes No

Broadridge has some holders who have already opted for hard copies of the proxy materials. Is CST to print and send Broadridge full sets of materials for you? Yes No

Excess Material: (Please check one) Return to Company Destroy
Other _____

Printed materials should be delivered 3 business days prior to your anticipated mail date.
Registered shareholder materials should be shipped to:

**Colonial Stock Transfer Co.
Attn: Proxy Department
66 Exchange Place
Salt Lake City, UT 84111
Tel: 801-355-5740**

Street materials should be shipped to:

**Broadridge Financial Solutions
51 Mercedes Way
Edgewood, NY 11717
Tel: 631-254-7698**

OTHER REQUIREMENTS

Both Broadridge and DTC need to be notified of your annual meeting. There is an authorization letter on our website in MS Word format that must be sent to DTC to begin the notification process. It can be found under "Issuer Forms" and is titled "DTC Meeting Notification". The letter provides your record date and meeting date to DTC. If Colonial is setting up Broadridge for you, then we will notify them and set everything up, otherwise you will need to.

Notes:

To be signed by authorized officer

Date

Signature

Name and Title