

INSTRUCTIONS FOR COMPLETING THE NOBO REQUEST FORM

The instructions below will guide you through the process of requesting a listing of Non-Objecting Beneficial Owners, commonly referred to as NOBOs. A NOBO listing provides the name, address and amount of shares of owners who have given their consent to having this information disclosed.* This listing does NOT provide shareowner data for those who have not given this consent. Please note that this is **not a required report** and does not impact any mailing functions performed by ADP. Kindly complete all sections fully, and then fax to Issuer Services at (631) 254-7622. Should you need additional information please contact Issuer Services at (631) 254-7067.

Part I

Provide the Company's full legal name along with the nine-digit CUSIP number(s). Listings and Magnetic Tapes are provided in nine-digit CUSIP order. CUSIPs will be combined when provided on Peel & Stick labels or Cheshire labels. Please provide the date of the company's Fiscal Year End. Meeting Date should only be indicated when ordering a NOBO in connection with your Proxy Solicitation.

Part II

Indicate the record date(s) desired next to the type of mailing that would be done. If there is no mailing to take place, enter the record date(s) next to **Info. Only**. Only future record date(s) can be accessed for NOBO listings. Please note requests must be received **two business days prior to the record date** for which you are requesting. Each record date is treated as a separate request and is billed as such. **It will take approximately five business days after the record date for you to receive your NOBO listing(s).**

Part III

Indicate the intended use for the NOBO data; either informational or mailing. If the NOBO data will be used for mailing purposes, indicate if ADP will be supplied with material to mail to Objecting Beneficial Owners (OBOs). A request will then be sent with the amount of material needed. Please note only the record holder or its agent can distribute proxy material and execute proxies on behalf of beneficial holders.

Part IV

Select the media and format that you would like the NOBO information provided in and indicate the quantity needed.

Media Selections:	Hard copy:	Paper List
	Magnetic Tape:	6250 Round Reel Tape; Fixed Format
	Cartridge:	IBM 3480 Cartridge
	Compact Disc:	CD-Rom
	Cheshire Glue Labels*:	4 Across; Fixed Format
	Peel & Stick Labels*:	1 Up; Fixed Format
Format Selections:	Descending Share:	Beginning with the largest shareholder to the smallest
	Zip Code:	Ascending Zip Code sequence with Foreign up front

*The NOBO listing will provide you with the names and addresses of all Non-Objecting Beneficial Owners. Only the Hardcopy List, Magnetic Tape, Cartridge and Compact Disc provide the number of shares per Beneficial Owner.

Part V

Circle the media type that is requested and indicate where the NOBO media should be shipped. If there are multiple recipients, indicate which media selections should be shipped to each address accordingly. In addition, please indicate to whom the invoice should be sent, using the "Billing Address" field.

Part VI

Pursuant to SEC Rule 14b-1(3)(i) (Obligation of Registered Brokers and Dealers in Connection With the Prompt Forwarding of Certain Communications to Beneficial Owners) a request for NOBO information can be made only by a designated officer of the company for which the NOBO information pertains.

NOBO Fee Schedule:

1 – 10,000 accounts	\$0.165 / account
10,000 – 100,000 accounts	\$0.115 / account
100,000 or more accounts	\$0.105 / account
Minimum fee	\$100.00, plus \$0.065 per account

Additional Fees:

Magnetic Tape	\$20.00 per tape
Cartridge	\$20.00 per cartridge
Compact Disc	\$20.00 per CD
Cheshire Labels	\$3.00 per thousand
Peel & Stick Labels	\$15.00 per thousand
Overnight Charge:	\$20.00 minimum or as incurred

ADP 51 Mercedes Way
 Edgewood, NY 11717
 Tel: (631) 254-7067
 Fax: (631) 254-7622

NOBO REQUEST FORM

Please see instructions on completing the NOBO request form.

Part I

Company: _____
 Meeting Date: _____

9 Digit Cusip #(s): _____
 Fiscal Year End: _____

Part II Record Date(s) Requested for NOBO

1st Qtr Report _____
 2nd Qtr Report _____
 3rd Qtr Report _____
 4th Qtr Report _____
 Annual Report _____
 Annual Meeting _____
 Special Meeting _____
 Other _____
 Info. Only _____

NOTE Record date **must** be 2 or more business days in the future.

Part III **Intended Use of NOBO**

- Company will mail material to NOBO's and supply ADP material to mail to OBO's. Please provide a brief description of materials being mailed:

- ADP will mail material to all holders.

- Informational Only

NOTE Partial lists of shareholders cannot be processed. Only a complete listing of all NOBO's may be requested.

Part IV

Media & Format Selection – Indicate Quantity

Hardcopy List (HL)
Magnetic Tape (MT)
Cartridge (CT)
Compact Disc (CD)
Cheshire Glue Labels (CL)
Peel & Stick Labels (PL)

<u>Descending Share Order:</u>	<u>Zip Code Order:</u>
Qty: _____	Qty: _____
Qty: _____	Qty: _____
Qty: _____	Qty: _____
Qty: _____	Qty: _____
Qty: _____	Qty: _____
Qty: _____	Qty: _____

Part V

Circle the **Media Selection 1:** HL MT CT CD CL PL

Circle the **Media Selection 2:** HL MT CT CD CL PL

Shipping Address:	Shipping Address:	Billing Address:

Part VI

Request must be signed and dated by a designated officer of the company. SEC Rule 14b-1(3)(i)

Name (Print): _____
 Signature: _____
 Title: _____

Date: _____
 Telephone: _____
 Fax Number: _____