

VOLUNTARY INSTRUCTIONS FORM

INSTRUCTIONS

This form should be used when sending instructions for single or multiple accounts (please send a separate email for each option and offer).

MANDATORY

CUSIP / Symbol	
Security Description	
Option Letter and Description	Option: Description: _____
CDS Reorg Expiry Date	

CLIENT INFORMATION (MANDATORY)

Client Name	Client Account Number	Amount to be tendered or exercised

ADDITIONAL NOTE:

Request sent by (Signature): _____

Notes:

1. Any requests received with incomplete information or not using this form will be rejected.
2. Request received later than 48 business hours before deadline will be processed on best effort basis.

<i>For Internal Use Only - To be completed by CIIS Back Office Department</i>			
Submitted by:		Date:	
Approved by:		Date:	