



FACT SHEET | PROXY SOLUTIONS

DFIN's End-to-End Proxy and Annual Meeting Solutions

Each year Donnelley Financial Solutions (DFIN) helps more than one-third of North America's publicly held companies produce and distribute their proxy materials. This assistance includes content advisory services, message development, writing and editing, content management, design, web hosting, regulatory filing, printing and distribution, as well as end-to-end annual meeting services.

Thought leadership

We deliver thought leadership, best practices and primary research about key audiences, asking the questions that challenge traditional assumptions and enable us to distill the issues investors care most about.

Proxy strategy and design

Strategic discussions with DFIN's director of corporate governance services help develop a tailored approach to reach shareholders more effectively.

During these strategy sessions, we review:

- Past voting results and recent performance.
- Goals and objectives for the proxy statement.
- Best practices in content, structure, format, design and document navigation to support the company's goals and objectives.

Based on this assessment, we recommend high-impact changes in content, structure, language and design to highlight your company's strengths, achievements and executive compensation alignment, and to demonstrate your commitment to good governance and shareholder engagement. Additionally, our designers find solutions that are visually appealing, functionally resilient and strategically sophisticated.

Writing and editing

Our financial writers and editors are experts in clarifying core messages and helping clients articulate their vision, practices and performance in plain English. Whether crafting narrative from scratch or editing existing prose, we work with your executives and legal and compliance professionals to ensure the language in the proxy statement is clear, accessible and useful to the investment community — even as it satisfies compliance obligations. Particular focus is given to explaining the relevance of items subject to voting decisions.

Services include:

- Logically organizing information as it relates to matters up for shareholder vote.
- Using a direct, accessible tone.
- Streamlining sentence structure and ensuring proper punctuation, grammar and syntax.

Enhanced online documents and website

Upgrade your shareholder communications to include an enhanced online version of the proxy statement that highlights key messaging and showcases your corporate brand on a state-of-the-art hosting platform. Improve document navigation so key information is easy to find, while expanding your reach to a broader investor base.

End-to-end annual meeting services

Let DFIN help streamline your annual meeting and proxy events with our broker search capabilities, real-time online vote results, as well as final tabulation and inspector-of-election services through 8-K filing of tabulation results. We can also manage and centralize communications for all parties and fulfill and distribute proxy materials.

Disclosure management

You can draft documents, collaborate on one set of shared documents across the company, format items, edit data, track changes, link to source data,

export documents, and file to the SEC — all in a single application. Backed by our team of document services specialists, our ActiveDisclosure solution delivers expert support 24/7/365.

EDGAR filing and expertise

Compliance professionals trust our EDGAR filing experts because of our in-depth regulatory knowledge and sustained record of accuracy during peak periods. DFIN typically files over 160,000 documents with the SEC annually. Our model ensures 24/7 client accessibility, operations scalability and filing reliability for all EDGAR-based components.

Dedicated service

As part of our process, each client is assigned an experienced client solutions manager to serve as the go-to person for all questions and concerns, and to ensure there are no surprises when it comes to document specifications, costs or deadlines. Additionally, we assemble and test-file financial reports, deliver consultative and expedited document management services, and handle the logistics for hard-copy and electronic content that must be delivered to stakeholders.

Print production

Our unrivaled networked print platform provides world-class service across the globe with distribution capabilities to match, allowing us to meet your proxy statement needs — including color printing, separate covers and special paper stock — in a timely, accurate and efficient manner.

Learn about DFIN's end-to-end risk and compliance solutions.

Visit DFINsolutions.com | Call us [+1 800 823 5304](tel:+18008235304)