

COMPANY NAME:

COMPANY #

ISIN #

Meeting Type:

	Planning Date	Completed	Comments
YEAR END			
1. ESTABLISH A: RECORD DATE B: MEETING DATE			The Record date must be 30 to 50 days before the Meeting date.
2. SET PROXY RECEIPT CUT-OFF DATE			
3. OBTAIN DIRECTORS AGREEMENT ON DATES			
4. DIRECTORS APPROVAL on ANNUAL REPORT, INFO CIRCULAR, PROXY, ETC			This must be done at least 25 days before Record date.
5. REQUEST LABELS or LIST which shows NAME, ADDRESS & # OF SHARES of PARTICIPANTS i.e BROKERS, BANKS ETC from: 1. THE CANADIAN DEPOSITORY (CDS)			25 days before Record date.
2. ADP INDEPENDENT INVESTOR COM. CORP			
6. PRINT and DISTRIBUTE SEARCH CARDS to: 1. CDS PARTICIPANTS 2. NOMINIES 3. ADP INDEPENDENT INVESTOR COM. CORP			This must be done at least 20 days before Record date.
7. RECEIVE SEARCH CARDS 3 to 4 DAYS from #6			
8. PUBLISH RECORD AND MEETING DATES			This must be done at least 7 days before Record date. Usually done with #5
9. PRINT MEETING MATERIALS : 1. INFORMATION CIRCULAR 2. PROXY 3. SUPPLEMENTERY MAILING FORM			
10. BROKERS, BANKS, ETC SET UP SHAREHOLDER LIST AS OF RECORD DATE			
11. RECORD DATE CDS produces "HOLDER of RECORD" LIST and OMNIBUS PROXY and sends to TRANSFER AGENT or CLIENT COMPANY (if CLIENT acts on ovm behalf)			Meeting date is now 35 to 60 days from today. (Max. shares each participant can vote)
12. MAILING DATE: mail and distribute materials produce affidavit of mailing send mailing confirm to TSE & Prov Security commissions			This must be done at least 21(TCT)+4 days(ADP) or minimum 25 days before Meeting date.
13. BROKERS, BANKS, ETC SHOULD RECEIVE MATERIALS			This should occur within 3 working days of date listed in step 11.
14. BROKERS, BANKS, NOMINEES PREPARE PROXIES or VOTING INSTRUCTION FORMS for distribution to NON - REGISTERED SHAREHOLDERS			
15. BROKERS, BANKS NOMINEES DISTRIBUTE MATERIAL			Note: Date should include time necessary for mailing to and from U.S., if applicable.
16. NON-REGISTERED SHAREHOLDERS SHOULD RECEIVE. COMPLETE AND RETURN TO CLIENT COMPANY			
17. PROXIES received and tabulated by TCT			
18. MEETING DATE			Not more than 15 months from last meeting or 6 months after year end. IPO 18 months after public