

INTEGRAL TRANSFER AGENCY
PROXY MEETING PLANNING GUIDE (NI-54-101)

New Request Revised Request

(Disclaimer: This form is intended as a guideline only. Further interpretation or questions should be directed to your legal counsel.)

Issuer name: Class/Series:

Billing address:

Type of Meeting: Annual General Special Extraordinary

What are the Special Business or Special Resolution Items? (If applicable)

Quorum Requirement:

Meeting Location, Time and Time Zone:

Issuer paying intermediaries' costs associated with delivery to OBOs? YES NO

Who is mailing directly to the NOBO Holders? Integral / Broadridge / Issuer

If "Broadridge" do you want a copy of the NOBO Holders list? YES NO

How do you wish to pay for Beneficial Owner Record Search (including CA NOBO List): Invoiced by Integral / Invoiced directly by Broadridge

Beneficial Holder – Material Selection: ALL (Holders requesting to Receive all material) SPECIAL (Holders requesting only Special meeting material) DECLINE (Issuer override – mail to holders declining to receive any material)

Electronic Delivery of meeting material (instead of mail) to holders who have consented? YES NO

Contact: Telephone:

Contact e-mail:

SEDAR Filer: Integral to file / Or send to SEDAR filer (please provide email address):

DESCRIPTION OF MATERIALS BEING MAILED (PLEASE CHECK ALL THAT APPLY)

| | |
|--|--|
| PROXY: Issuer to Supply (Please send soft copy of final Proxy document to Integral ASAP to ensure format is compliant prior to printing) | FINANCIAL STATEMENT REQUEST FORM |
| PROXY: Integral to write Proxy Form | LETTER OF TRANSMITTAL (registered shareholders only) |
| NOTICE of MEETING Issuer to Supply Integral to write NOTICE of MTG. | OTHER: (SPECIFY) |
| INFORMATION CIRCULAR Issuer to Supply Integral to write INFO CIRCULAR - OR - NOTICE of MEETING and INFORMATION CIRCULAR (combined) | OTHER: (SPECIFY) |
| | Integral supplies for mailing |
| ANNUAL REPORT Issuer to Supply Integral to write ANNUAL REPORT - OR - FINANCIAL STATEMENTS and MD & A Included in Information Circular | PROXY RETURN ENVELOPE or/ POSTAGE PAID PROXY RETURN ENVELOPE |
| | Mailings to: |
| | Canada U.S.A. both Canada & U.S.A. |
| FINANCIAL STATEMENTS and MD & A TO BE SENT ONLY TO SUPPLEMENTAL LIST MAINTAINED by INTEGRAL, IF APPLICABLE – must be mailed 10 days after filing | |

TIMETABLE Traditional Mailing -or- Notice & Access Mailing

✓ Indicates where "Integral" can act on your behalf

| ACTIVITY | DEADLINE | DATE ^{*1} | RESPONSIBILITY |
|--|---|--------------------|----------------|
| NOTICE of Record and Meeting Dates | At least 25 days before RECORD DATE | | ✓ |
| Request Participant Listings from Depositories (CDS & DTC) | At least 25 days before RECORD DATE | | ✓ |
| Mail Search Cards to Intermediaries | At least 20 days before RECORD DATE | | ✓ |
| Publish Meeting Date | At least 7 days before RECORD DATE | | (CDS & Co) |
| RECORD DATE | 30/40 [†] – 50/60 days before MEETING DATE ^{*2} | | |
| Deliver Bulk Materials to Intermediaries in <u>U.S.</u> | At least 21/30 ^{††} plus 6 clear business days before MEETING DATE (U.S. Intermediaries require 5 clear business days to distribute materials) | | |
| Deliver Bulk Materials to Intermediaries in <u>Canada</u> | At least 21/30 ^{††} plus 4 clear business days before MEETING DATE (Canadian Intermediaries require 3 clear business days to distribute materials) | | |
| Year-end Financials | Companies listed on the CSE must file their year-end Financial Statements within 140 days of their fiscal year-end. | | ISSUER |
| MAIL DATE | At least 21/30 ^{††} days before MEETING DATE | | ✓ |
| ESTABLISH A PROXY CUT-OFF TIME | Not more than 48 hours (excluding weekends and holidays) before Meeting time | | ISSUER |
| MEETING DATE | Not more than 15 months after previous Annual Meeting, if IPO, not more than 18 months after going Public | | ISSUER |

^{*1} If the calculated date falls on a Saturday, Sunday or Holiday, the business day prior to the calculated date would apply.

^{*2} Determination of Record Date under:
-The Business Corporations Act (Alberta) allows for a maximum of 50 days.
-The Business Corporations Act (BC), The Ontario Business Corporations Act (OBCA), The Quebec Business Corporations Act, and The Canada Business Corporations Act allow for maximum of 60 days.

[†]Record Date: Traditional Mailing requires a minimum of 30 days. Notice & Access Mailing requires a minimum of 40 days.

^{††}Mail Date: Traditional Mailing requires a minimum of 21 days. Notice & Access Mailing requires a minimum of 30 days.