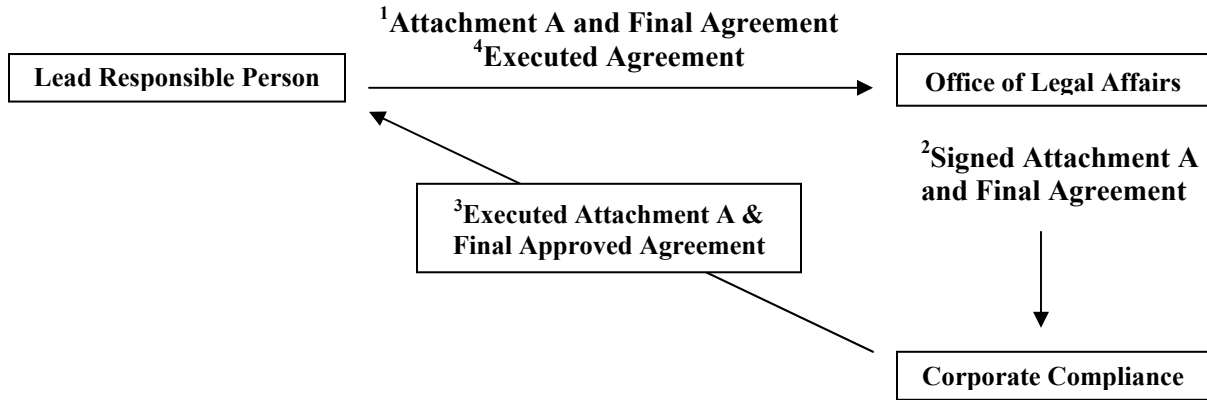


ATTACHMENT A TIMELINE PROCEDURE



1. The Lead Responsible Person must complete the Arrangements/Contracts Approval Form (“Attachment A”) and send it to the Office of Legal Affairs (“OLA”) with the final negotiated contract/agreement/arrangement (“Contract”) for approval.
2. An attorney from OLA approves the Contract by signing off on Attachment A and forwarding it, along with the Contract, to the Corporate Compliance Department (CCD) for review.
3. Once the attorney from CCD signs off on Attachment A, he/she returns the fully executed (signed by OLA and Compliance) Attachment A and approved Contract to the Lead Responsible Person.
4. The Lead Responsible Person has ten (10) business days from the date he/she receives Attachment A and the approved Contract from Compliance to return a copy of the fully executed (signed by both parties) Contract to OLA pursuant to this procedure.

↓ 10 Business Days

5. If OLA does not receive a copy of the executed Contract within five (10) business days, an email notification will be sent to the Lead Responsible Person. The Lead Responsible Person will have an additional five (5) business days to return a copy of the fully executed Contract to OLA.

↓ 5 Business Days (15 Business Days total)

6. If OLA does not receive a copy of the executed Contract within five (5) business days of the first email notification, a second email notification will be sent to the Lead Responsible Person with a copy to his/her Assistant Vice President. The Lead Responsible Person will have an additional five (5) business days to return a copy of the fully executed Contract to OLA.

↓ 5 Business Days (20 Business Days total)

7. If OLA does not receive a copy of the executed Contract within five (5) business days of the second email notification, a third and final email notification will be sent to the Lead Responsible Person with a copy his/her Assistant Vice President and Senior Vice President.