

# Plan Processing Agent



## Plan Processing Agent

Mellon Investor Services provides essential services for companies involved in voluntary offers that have shares held in equity plans.

## Related Services

- Information Agent
- Logistics and Printing
- Communications
- Consulting Services



**Mellon**

A Wealth of Solutions<sup>SM</sup>

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Sales 888.647.8889

## Regional Offices

Atlanta, Chicago, Dallas, Hartford,  
Los Angeles, New York, Pittsburgh,  
San Francisco, Seattle, St. Louis

Mellon Investor Services provides comprehensive Plan Processing services to companies making voluntary offers, such as tender offers or cash/stock elections.

Plan Processing is necessary for companies with holders in equity plans such as 401(k), ESPP, ESOP, restricted files or any files that represent book holders where the representative shares are held by a nominee.

As Plan Processing Agent, Mellon Investor Services mails offer materials to eligible holders and tabulates the responses. Based on the tabulation results, instructions are provided to the Plan Administrator or Custodian so the shares in the plan can be tendered or elected appropriately.

Mellon Investor Services can assist Plan Administrators or Custodians with cash proration calculations. Mellon Investor Services can act as Plan Processing Agent for any voluntary transaction, regardless of the entity that acts as the depository for the common stock.

Mellon Investor Services' suite of products and services can provide a solution to clients' corporate and equity needs. These suites and products have been built on an unsurpassed foundation of professional expertise, technological capability and a commitment to service unparalleled in the industry.

## Client Benefits

- *Experience* ~ Mellon Investor Services has secured working relationships with many plan administrators and custodians resulting in the development of specific programs to efficiently and accurately import plan data from a wide variety of sources.
- *Administrative Consulting* ~ Mellon Investor Services' experienced implementation consultants will help identify the process that best meets the client's needs. In doing so, the consultants will take into consideration the client's objectives, time frame, internal resources and other factors affecting schedule and budget.