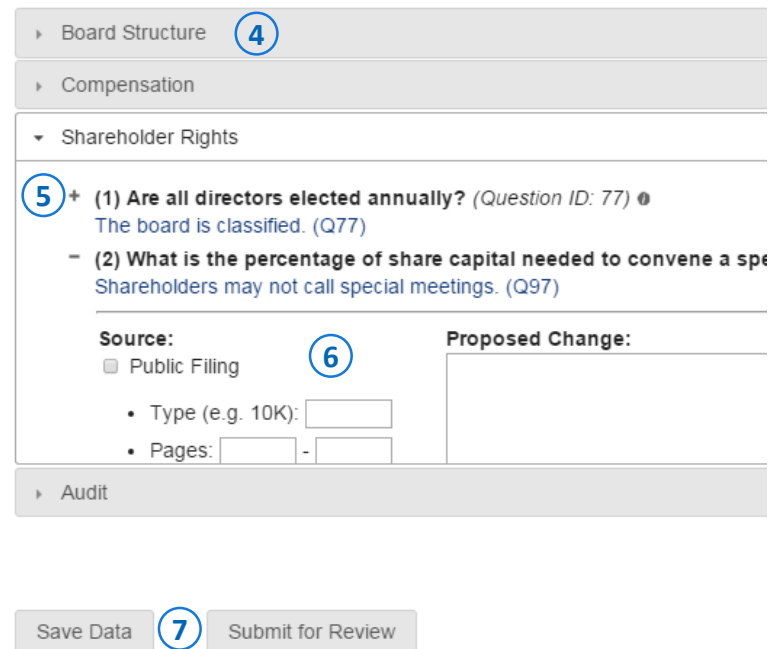**Thank you for verifying your ISS Governance QualityScore data. Use the Data Verification tool to: review the criteria used to generate your company's QualityScore; review your company's underlying data; and submit data update requests to ISS.**

How to Verify Your Company's ISS Governance QualityScore Data ?

1. Log in to Governance Analytics and enter your login information. Please ensure your contact information is accurate to receive status emails.
2. Select **'My Company'** located on the right side of the menu bar.
3. Click on **'QualityScore Data Verification'** in the drop down menu.
4. **Review the data for each factor** under Board Structure, Compensation, Shareholder Rights, and Audit.
5. Click on the "+" sign next to each factor to access the data change request form.
6. Provide the details of the requested changes as well as the source.
   - In order for ISS to consider a request for a data correction, we must be able to verify the source through public filings, website disclosures, press releases. *Note: ISS will not accept the preliminary proxy statement.*
7. **Submit for Review** to send your request to the ISS QualityScore team or "**Save Data**" to save work and continue at a later time.

The Data Verification tool is not available between the time of your company's definitive proxy filing and the date of publication of your company's ISS proxy analysis. All data updates are under review as part of the proxy statement procurement process at which time, your company's Governance QualityScore profile is reviewed in its entirety.

- Within 5 days, data requests are reviewed and ISS responds back with details explaining whether the request was accepted or declined.
- The ISS Governance QualityScore profile for your company will be accessible one business day after the changes are finalized and emailed to you.
- Review past data requests made in the same year via the Previous Submissions drop down and select the date of the submission. *Note: when QS methodology is updated previous submissions pertaining to the old methodology are removed from drop down menu.*

For additional information on the Governance QualityScore Data Verification, please contact the Governance QualityScore team at: QualityScore@issgovernance.com.