Quick Reference Guide
How to Prepare, Save, and Attach the Organizational Chart

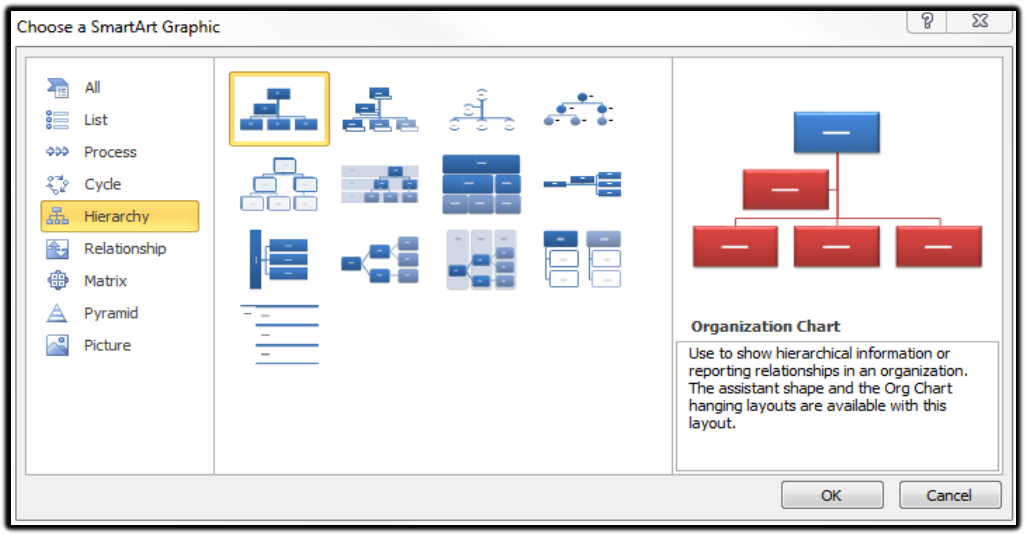
This Quick Reference Guide is intended to assist filers in preparing and attaching their organizational chart to the Form 13H, which depicts their affiliates in the manner provided by Form 13H. These instructions are intended as general guidance and should not be relied on as definitive or a substitute for the EDGAR Filer Manual: http://sec.gov/info/edgar/edmanuals.htm.

The organizational chart attached to the Form 13H must be a PDF document. A document that consists of scanned images of text cannot be read by EDGAR because the content represents a graphic, not searchable text. Excessive formatting in the organizational chart will result in validation errors. The following is a step by step guide to assemble a simple organizational chart, how to save it as a PDF and how to use the text recognition feature in Adobe.

Step 1

Create a simple organizational chart in Microsoft Word

- Open Microsoft Word
- Select Insert and then Select SmartArt
- Select a hierarchical structure under Hierarchy, a basic chart illustrated in the example below is titled "Organizational Chart."



- Right click in each box to change the Shape Fill to No Fill, Shape Outline to Automatic, Text Color, or desired text size.

Step 2

Save the organizational chart as a PDF

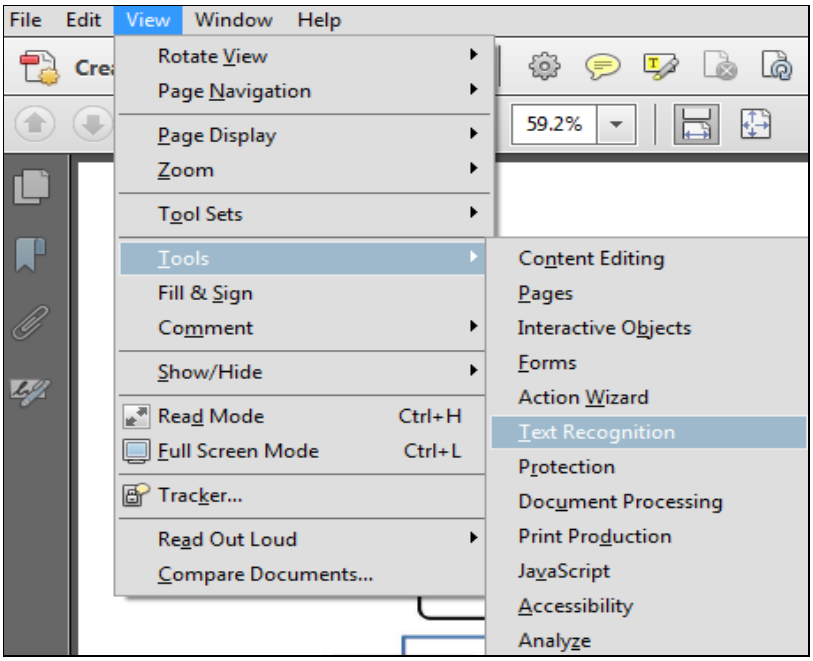
After you have ensured there is no excessive formatting and are satisfied with your organizational chart, save it in Microsoft Word:

- Select File, Select Save As
- In order to convert your chart to a PDF, select File> Save as Adobe PDF and rename your file
- To avoid unnecessary steps, make sure your file is named according to the EDGAR requirements, which include:
    - 32 characters or less
    - All characters must be lowercase
    - File name must start with a letter
    - No spaces in the file name
    - It may contain digits 0-9
    - It may have up to one period (.), one hyphen (-), and one underscore character (_)

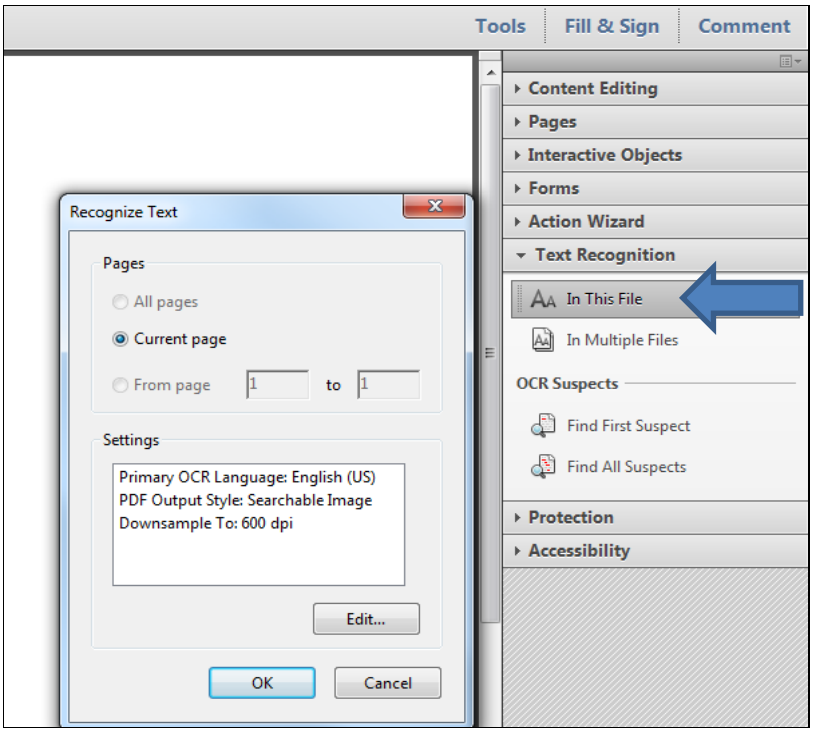
Step 3

Utilize Adobe to recognize text in the image.

- Open Adobe Acrobat
- Select File > Open and select your organizational chart
- Select View > Tools and select Text Recognition



- Note: The Tools Window will display on the right side of the page.
- Under Text Recognition, select In This File



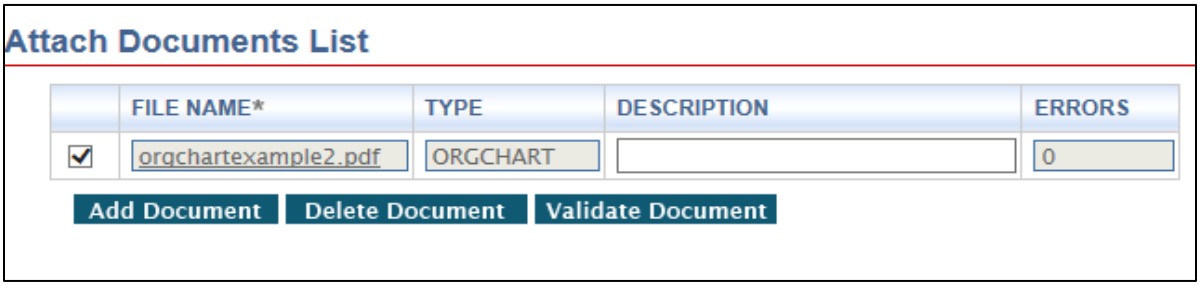
- Select OK
- A progression bar will appear on the bottom right corner of your screen
- Make sure to save your document: select File>Save

Step 4

Attach to 13H filing

In order to confirm that your document will pass EDGAR validation, attach your PDF document to your 13H filing by selecting the Add Document button under the Documents List section. Browse your computer files and select the organizational chart in PDF that was just created to attach it to the filing.

- Put a check mark in the white box next to your uploaded PDF and select Validate Document.



- A "0" should appear in the column marked "Errors." If errors were detected, select the number marked in red in the Errors column to list the document errors.

The Filer Technical Support team is available Monday-Friday 9:00am-5:30pm Eastern Time.
Please call for assistance with troubleshooting errors in your attachment:
(202) 551-8900 Option 3.