

Your Shareholder Responsibilities

As a Shareholder, you now also have responsibilities that are an important part of managing your shares and role as an owner of Calista Corporation. Your responsibilities include:

BEING ENGAGED

Becoming a Calista Shareholder is not just about receiving benefits, it's also about contributing to the corporation and the Region. As a Shareholder, you can be engaged in Calista in a variety of ways, including:

- READING:** The *Yaaruin (Storyknife)* newsletter is an important communication tool that is used to share corporate information and stories from around the Calista Region. The newsletter is filled with in-depth articles and features important to our Shareholders.
- WATCHING:** Shareholders receive materials in preparation and support of the Annual Meeting. These materials contain important information about candidates and resolutions. Without these materials, Shareholders cannot make informed decisions at the Annual Meeting of Shareholders.
- LIKING:** Social media is one of the ways that Calista communicates the latest corporate and regional news with Shareholders. By liking us on Facebook and Twitter, Shareholders will be able to stay up-to-date on the latest Calista news.

VOTING YOUR PROXY OR IN PERSON

Voting is the single most important way to be engaged in the corporation. By voting at the Annual Meeting of Shareholders, you are ensuring your individual voice is heard. Every year, Shareholders who are at least 18 years old have a duty to vote on Calista Board leadership and special resolutions. Voting your proxy or in person makes sure the corporation is hearing from you as a Shareholder.

HELPING CALISTA MEET QUORUM

In order for an election to be legally valid, more than 50% of Shareholders have to vote their proxy or in person (i.e. voting ballot) in the yearly Annual Meeting of Shareholders. By failing to vote your proxy, you can put Calista at risk of not reaching quorum. There are several negative consequences of not reaching quorum. For instance, if too few Shareholders vote, Calista cannot proceed with taking care of important business at the Annual Meeting, such as electing Directors and voting on resolutions. In addition, not reaching quorum would cost the Corporation a lot of time, effort, and money to reschedule the meeting. The expense of conducting an Annual Meeting of Shareholders can be well over \$100,000, which includes printing materials, postage, transportation, venue, food, hiring the parliamentarian and election inspector, and other costs to solicit proxies and reach quorum. As Shareholder enrollment increases, the price of conducting the annual meeting also increases. The failure to meet quorum if too few Shareholders vote is both costly and unproductive.

KEEPING YOUR INFORMATION UP-TO-DATE

YOUR SHAREHOLDER RESPONSIBILITIES (Continued)

As a Shareholder, it is your responsibility to ensure that your information on file with Calista is current. Maintaining accurate records -- such as your phone number(s), mailing address, and email address -- guarantees timely communications and ensures that you will receive important information and announcements regarding voting, dividends, and contests. It also enables the Shareholder Services staff to reach you when necessary. Additionally, Shareholders who do not maintain a current address are put on address hold and will not receive Calista communications or dividend payments until their contact information is current. Calista accepts address updates in a variety of ways, including via phone, email, completion of the *Change of Address* form, and Shareholders can update their address via the MyCalista web portal.

For those Shareholders who have signed-up for Direct Deposit, keeping Calista updated of any account closures or new account information is also vital to ensure timely payments of dividends. Calista encourages all Shareholders with a bank account to sign up for Direct Deposit as it is the fastest and safest way to receive a dividend.

COMPLETING A STOCK WILL OR BENEFICIARY DESIGNATION FORM

Owning stock in an Alaska Native Corporation is unique, and ANCSA stock is treated differently from other stock or property. When a Shareholder passes away, their shares are not subject to probate. Therefore, for Shareholders who own Class A or B shares, it is important to maintain a current Stock Will (aka Testamentary Disposition) or Last Will & Testament. The Stock Will protects your shares by allowing you to determine who receives your shares upon passing. Shareholders who fail to maintain a valid Stock Will risk their shares being distributed to someone not of their choosing because Alaska State Succession Law will determine your heirs.

Shareholders who own Class C or D Life Estate stock do not have to complete a Stock Will since their shares are returned to Calista upon their passing. However, Life Estate Shareholders should be sure to complete a *Beneficiary Designation Form* to provide instruction on who should receive dividend or distribution payments if any are owed at the time of your passing.

