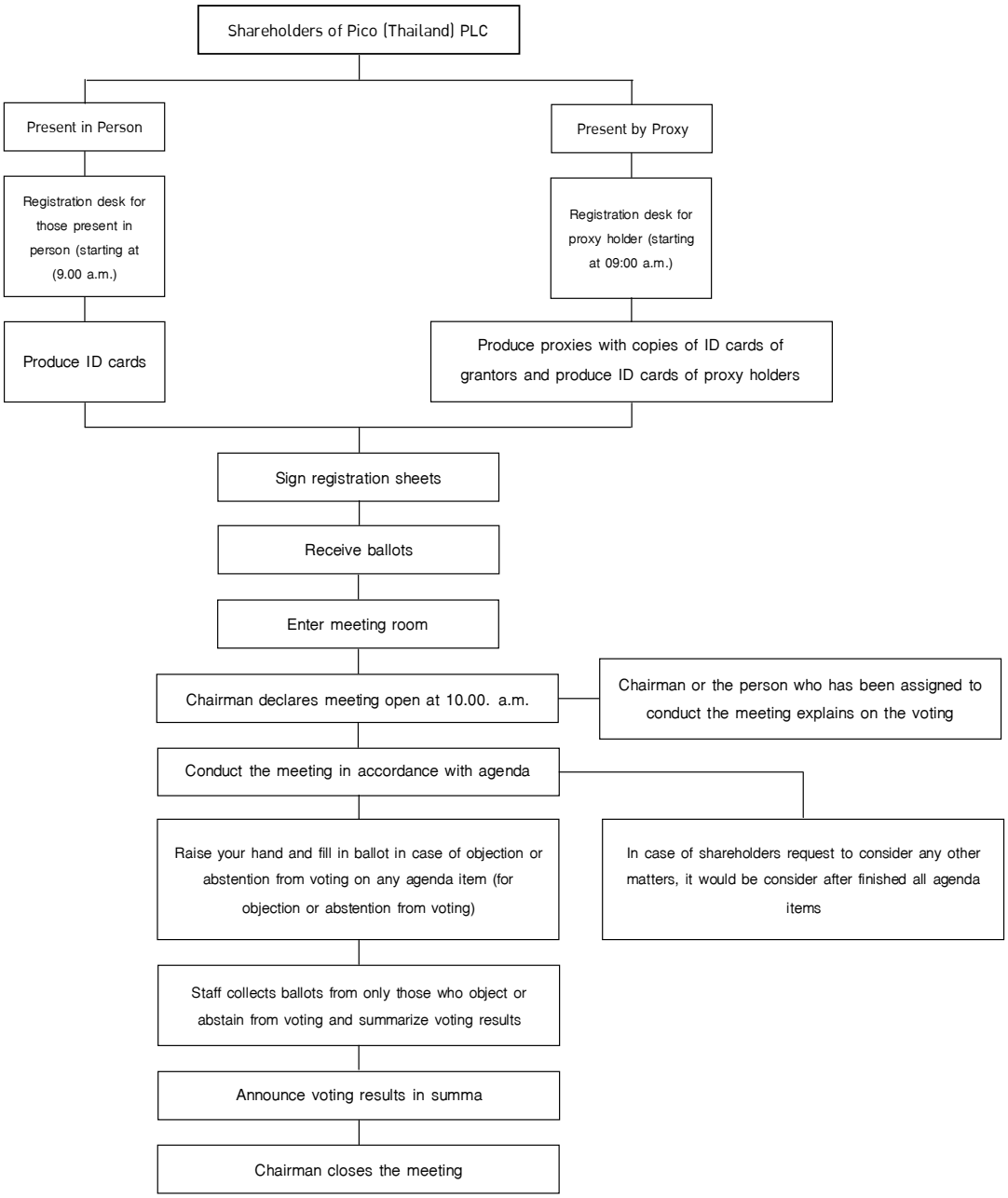Procedures for Attending 2013 Annual Meeting of Shareholders