PENSIONS AND LIFETIME SAVINGS ASSOCIATION

VOTING QUESTIONNAIRE	RESPONSE	POINTS TO CONSIDER WHEN RESPONDING
Scheme Name		**To be completed by the trustees**
Employer name		**To be completed by the trustees**
Investment Manager name		**To be completed by the trustees**
Fund name		**To be completed trustees and should not be changed by the manager**
Amended Fund Name (if different to the above)		**To be completed by managers if they have a different name to the above fund name**
Scheme year end date		**To be completed by the trustees**
Start of Reporting Period		**To be completed by the trustees. This is normally the start of the scheme year, or the inception date in the Fund / mandate if later.**
End of Reporting Period		**To be completed by the trustees. This is normally the end of the scheme year, or entire redemption date from the Fund / mandate if earlier.**

The following sections should be completed at the **fund/mandate (if segregated)** level

FUND/MANDATE INFORMATION	RESPONSE	ADDITIONAL COMMENTS
What is the Fund's Legal Entity Identifier (LEI) (if applicable)		
What is the Fund's International Securities Identification Number (ISIN) (if applicable)		
What was the total size of the fund/mandate as at the end of the Reporting Period?		
Total size of Scheme assets invested in the fund/mandate as at the end of the Reporting Period (if known)?		
What was the number of equity holdings in the fund/mandate as at the end of the Reporting period?		

VOTING POLICIES	RESPONSE
What is your policy on consulting with clients before voting?	
Please provide an overview of your process for deciding how to vote.	
How, if at all, have you made use of proxy voting services?	
What process did you follow for determining the "most sienificant" votes?	
Did any of your "most significant" votes breach the client's voting policy (where relevant)?	[Y/N]
If 'Y' to the above. Please explain where this happened and the rationale for the action taken.	
Are you currently affected by any of the following five conflicts, or any other conflicts, across any of your holdings?	
1) The asset management firm overall has an apparent client-relationship conflict e.g. the manager provides significant products or services to a company in which they also have an equity or bond holding;	
2) Senior staff at the asset management firm hold roles (e.g. as a member of the Board) at a company in which the asset management firm has equity or bond holdings	
3) The asset management firm's stewardship staff have a personal relationship with relevant individuals (e.g. on the Board or the company secretariat) at a company in which the firm has an equity or bond holding	
4) There is a situation where the interests of different clients diverge. An example of this could be a takeover, where one set of clients is exposed to the target and another set is exposed to the acquirer	
5) There are differences between the stewardship policies of managers and their clients	
Please include here any additional comments which you believe are relevant to your voting activities or processes	

VOTING STATISTICS (APPLICABLE TO THE SCHEME'S REPORTING PERIOD)	RESPONSE	ADDITIONAL COMMENTS	POINTS TO CONSIDER WHEN RES
How many meetings were you eligible to vote at?			
How many resolutions were you eligible to vote on?			
What % of resolutions did you vote on for			
Of the resolutions on which you voted, what %			
Of the resolutions on which you voted, what % did you vote against management			**The totals of rows 32, 33 and 34 should add up to 100%.**
Of the resolutions on which you voted, what % did you abstain from voting?			
In what % of meetings, for which you did vote, did you vote at least once against management?			
Which proxy advisory services does your firm use, and do you use their standard voting policy or created your own bespoke policy which they then implemented on your behalf?			
What % of resolutions, on which you did vote, did you vote contrary to the recommendation of your proxy adviser? (if applicable)			

Most significant votes

WHICH 10 VOTES (AT A MINIMUM) DURING THE REPORTING PERIOD DO YOU CONSIDER TO BE MOST SIGNIFICANT FOR THE SCHEME?	VOTE 1	VOTE 2	VOTE 3	VOTE 4	VOTE 5	VOTE 6	VOTE 7	VOTE 8	VOTE 9	VOTE 10
Company name										
Date of vote										
Approximate size of fund's/mandate's holding as at the date of the vote (as % of portfolio)										
Summary of the resolution										
How you voted										
Where you voted against management, did you communicate your intent to the company ahead of the vote?										
Rationale for the voting decision										
Outcome of the vote										
Implications of the outcome eg were there any lessons learned and what likely future steps will you take in resonse to the outcome?										
On which criteria have you assessed this vote to be "most significant"?										

SPACE FOR COMMENTS OR NOTES	