



NetApp™

# NetApp Code of Conduct

## Message from Dan Warmenhoven, CEO

At NetApp we value integrity and acting ethically. We expect and trust each other to do the right thing. We obey the law. We always take the high road when there is a choice of paths.

This formal, global Code of Conduct is based on our values, and meets both the spirit and the letter of legislative and regulatory requirements. Such legislative and regulatory requirements were enacted to provide companies with a model for corporate ethical behavior. While this document meets all of these requirements, it also upholds the values we have always held.

The business environment continually creates new challenges, and we must be prepared to respond appropriately. To assist in meeting these challenges, this Code of Conduct addresses our responsibilities and obligations to legal compliance and business conduct. Additionally, this Code of Conduct identifies resources to assist you in dealing with a range of business situations.

Living up to both the letter and the spirit of this commitment may not always be easy. As a large and diverse global corporation, we recognize that there are different perspectives the world over on what constitutes honest and ethical business practice. The standards and expectations outlined in NetApp's Code of Conduct are intended as a guide to making the right choice, regardless of location. If at any time, this Code of Conduct conflicts with local laws and/or regulations, NetApp expects employees to comply with those laws and/or regulations.

This short summary cannot address every instance in which our company is called upon to observe and practice sound business ethics. It is intended to remind us that we each aspire to live and abide by basic ethical principles in the day-to-day conduct of our business. We strive to foster an environment of mutual trust and respect, and continue to build on our global reputation for integrity, which is the foundation of NetApp. Thank you for reading the Code of Conduct and understanding how it applies to you.

Dan J Warmenhoven  
Chief Executive Officer

# NetApp, Inc. Code of Conduct

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## **Purpose of Code of Conduct**

Today's rapidly changing global business environment presents NetApp employees with many business challenges. You can meet some of these challenges simply by exercising common sense; others require a basic understanding of the law and NetApp's policies. The Code of Conduct provides employees with the information, support and resources necessary to act with integrity and in compliance with the laws that affect our business. Personal integrity, upheld on a day-to-day basis, is the unshakable foundation for corporate integrity. Corporate ethics is the practice of our shared values. These shared values define who we are and what we can expect from each other.

As NetApp employees, we all have important responsibilities related to appropriate business conduct.

Employees are expected to:

- Take responsibility for their own conduct
- Seek appropriate guidance when business conduct issues arise
- Always conduct NetApp business with integrity
- Know and follow this NetApp Code of Conduct
- Know and comply with the requirements and expectations that apply to their jobs
- Bring to the attention of NetApp management any known or perceived unacceptable business conduct or illegal behavior

Adherence to NetApp's core values and implicit standards of business conduct has always been a key to our success, inspiring trust and confidence on the part of our stakeholders; our customers; our shareholders and business partners; our employees; our partners; and our neighbors and communities.

## ***Create a Model Company***

- Driving customers' success and earning their loyalty through products, services, knowledge sharing and other solutions that further the appliance concept, delivering unparalleled value,
- Providing our shareholders with exceptional value through predictable performance and significant growth in revenues and profits,
- Attracting and retaining performance-oriented employees who thrive in a challenging and supportive environment, and are recognized and rewarded for their achievements and contributions,
- Developing and nourishing partnerships to deliver superior solutions for our customers, and
- Maintaining good relationships with neighbors and communities where we work.

## ***NetApp Core Values***

### **Trust and Integrity**

Our interactions are based upon candor, honesty and respect for individual contributions. We are committed to earning the trust and confidence of our teammates and to always acting for the absolute good of the whole.

### **Leadership**

The role of leaders is to articulate and demonstrate our shared vision, values and goals. Leaders transform individual effort into high-performance teams that are prepared for expanding roles and challenges.

**Simplicity**

We embrace the Einstein principle that everything should be as simple as possible and no simpler. We maintain simplicity in our internal processes and structures with objectives that are succinct, quantitative and time-bound.

**Teamwork and Synergy**

We achieve synergy through the skills and ideas of all participants. Through collaboration, we strive for win/win solutions to issues and problems. Personal success is realized through team achievements.

**Go Beyond**

We set extraordinary expectations and goals, and believe in the joy of achieving significant results. We embrace creativity, risk taking and continuous improvement, enabling us to make and meet aggressive commitments.

**Get things done!**

**Legal/Compliance Obligations**

NetApp's success in the global marketplace depends on each individual's knowing and adhering to the legal requirements that affect his or her job and geography. Operating within legal guidelines, and cooperating with local, national and international authorities, is at the heart of our Code of Conduct. Legal compliance is the starting point. Meeting our legal obligations and cooperating with local, national and international authorities lay a solid foundation for the corporate values – legal and compliance obligations, integrity, respect for people, and doing the right thing define us as a company. If at any time it is determined that this Code of Conduct is illegal in any jurisdiction, that portion of the Code is void.

***Accurate Business Communications and Records***

Accurate and reliable business records are of critical importance in meeting our financial, legal and business obligations. All business communications and records should be clear, truthful and accurate. Employees are responsible for maintaining NetApp's legal requirements and complying with accounting practices. If you become aware of any omission, inaccuracy or falsification regarding NetApp's business records or the information supporting such records, bring the situation to the attention of the appropriate member of NetApp's Finance Department.

Business communications and records often become public through litigation, investigation or the media. For this reason, NetApp employees must avoid exaggeration, colorful language, legal conclusions and derogatory characterizations of people or companies in NetApp communications. This applies to communications of all kinds, including email, voicemail and "informal" memos, regardless of intended distribution.

NetApp maintains record-management policies for the retention, protection and disposition of NetApp records to fulfill legal requirements as well as to increase operational efficiency. Retention and disposition of NetApp business records should be carried out in the normal course of business in accordance with Records Management and Information Protection Policies.

***Compliance***

Laws and regulations are ever-present in our industry, affecting virtually every functional area of NetApp's business. Regardless of what job you do or what country you work in, there are legal, regulatory and ethical standards that must be considered and upheld.

Disregard of the law cannot and will not be tolerated. Violation of domestic or global laws and regulations may subject an individual, as well as NetApp, to civil and/or criminal penalties. Employees should be aware that conduct and records are subject to internal and/or external audits. Therefore, it is in everyone's best interest to know and comply with NetApp's legal and ethical obligations.

### **Conflicts of Interest**

It is vital to NetApp's continued success that employees use good judgment to avoid all situations of actual or potential conflicts of interest. In general, any activity, relationship or personal involvement that impairs your ability to exercise good judgment for NetApp represents a conflict of interest.

Conflicts of interest include behaviors, actions or conduct that is inconsistent with or contrary to NetApp objectives or interests, or is otherwise detrimental to NetApp, employees or customers.

Conflicts of interest also include business or financial circumstances that could improperly influence an employee's business decisions. Membership on Boards of Directors, consulting or management roles, or direct financial interests relating to a customer, competitor or vendor could be a conflict of interest and should be cleared in advance by the Legal Department.

### **Business Courtesies**

In many countries it is sometimes customary for persons transacting business with each other to provide or accept gifts, meals or similar business courtesies. The appropriateness of providing or accepting business courtesies depends on the circumstances involved. No business courtesy should be accepted or provided if it is intended to improperly influence a decision or if it will compromise or be perceived to compromise an individual's ability to make a fair and objective business decision. Business courtesies may provide a tangible or intangible benefit, including but not limited to such items as gifts, meals, drinks, edibles, entertainment, recreation (including golf fees), door prizes, raffles, transportation, discounts, promotional items and facilities or equipment. In general, it is permissible to accept or provide a token business courtesy if the following criteria are met:

- o The gratuity is of customary value, as determined by industry practices;
- o The gratuity is for the purpose of promoting goodwill and is not intended to influence a particular decision or create a reciprocal obligation;
- o The gratuity is customary in the country where the exchange takes place and is not in violation of any applicable laws or NetApp policies;
- o Public disclosure of the gratuity would not reflect adversely on NetApp; or
- o Wherever practicable, the acceptance of or the provision of the gratuity has been approved by the NetApp employee's manager.

Before a NetApp employee may accept gifts of substantive value (greater than \$100 US or local equivalent), the gift must first be approved by the employee's manager.

### **No Kickbacks or Bribes**

In the United States and in many other countries it is illegal to provide, offer or accept a kickback or bribe. A kickback or bribe may be defined as any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind that is provided directly or indirectly, and that has as one of its purposes, the improper obtaining or rewarding of favorable treatment in a business transaction. NetApp's policy on kickbacks and bribes is clear; they are illegal and are not allowed.

### **Sales Transactions Completely Disclosed**

All elements of the purchase agreement must be complete, final and documented on the purchase order. Any special circumstances must be described fully in the purchase order.

NetApp will not tolerate side agreements, bribes or kickbacks as part of any transactions or relationships.

#### **Vendor Relationships and Purchasing**

All dealings with all vendors must be fair, honest and out in the open. The selection of vendors and suppliers must be made strictly on the basis of what is best for NetApp, based on quality, price and other business criteria, at the same time respecting applicable laws and regulations. Personal relationships or gain must not influence the selection process.

If you believe that you may be involved in a situation that is or could create a conflict of interest, it is critically important that you immediately disclose it to your manager or any other NetApp manager. If an actual or potential conflict is determined, NetApp will discuss with you how the problem will be resolved.

#### **Breadth of Application**

This policy also applies to expenses paid by outside persons for an employee's business meals or trips. Such trips and meals should be discussed in advance with the employee's manager or with Human Resources.

#### **Confidentiality/Privacy**

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding NetApp, its partners, suppliers, vendors, customers or fellow employees. It is your responsibility not to reveal or divulge any such information to any person not authorized to receive such information. If confidential information is inappropriately revealed, disciplinary action can result, up to and including termination.

You signed a nondisclosure and proprietary information agreement when you were hired. This section in the Code of Conduct in no way replaces or modifies that agreement. The nondisclosure agreement is binding upon you in all respects.

Every employee has the right to confidentiality of certain employment records as well as the privacy of personal activities outside of business hours. NetApp has rights of access to all NetApp property, including computers, and all communications, electronic mail and voice mail messages, records and information created in the business setting, as permitted by applicable laws and regulations. By using NetApp property, including computers, for creating such records and information, the employee grants consent to NetApp for such access as permitted by applicable laws and regulations.

#### **Insider Trading**

In the normal course of business, NetApp officers, directors and employees may come into possession of significant (material), information. This information is considered the property of NetApp. Employees may not seek to profit from it by buying or selling securities, or passing on the information to others to enable them to profit. The purpose of the Company's Insider Trading Policy (full text published on the internal web at ([http://finance-web.corp.netapp.com/stock/insider\\_trading.html](http://finance-web.corp.netapp.com/stock/insider_trading.html))) is both to inform employees of their legal responsibilities and to make clear that the misuse of sensitive information is contrary to NetApp policy and will be dealt with severely.

Insider trading is a crime which carries substantial penalties including fines and imprisonment. In addition, civil lawsuits may be brought by the US Securities and Exchange Commission (SEC) and/or private parties and could result in significant civil damage awards, including treble damages.

It is vital for both employees and NetApp that insider-trading violations not occur. Employees are required to read and fully understand NetApp's Insider Trading Policy. In summary, the Policy prohibits an employee from trading on, communicating to any third party or otherwise utilizing inside information in any manner, which would be a contravention to any law, regulation or ruling of the SEC, or any other government authority. Employees should be aware that stock market surveillance techniques are becoming more sophisticated all the time, and the chance that federal or other regulatory authorities will detect and prosecute even small-level trading is significant. The risk is simply not worth taking.

Further, the Policy prohibits employees from entering into any securities transaction involving NetApp stock, which results in economic benefit to the employee as the NetApp stock price decreases. This Policy prohibition includes any hedge, option or derivative transaction, where the transaction or any portion of that transaction results in such a benefit.

### ***Boycotts***

U.S. anti-boycott laws apply globally and prohibit NetApp from participating in boycotts unsanctioned by the U.S. Government. Prohibited conduct includes: agreements to discriminate, refusals to do business with certain countries or companies blacklisted by other governments, and implementation of letters of credit that require boycott-related acts. Penalties for violation of the anti-boycott laws include severe fines and denial of export privileges, and therefore may have significant adverse impact on NetApp. Please contact the Legal Department to ensure compliance with the anti-boycott laws.

### ***Representations Regarding NetApp Products***

To maintain NetApp's high standards of credibility in the marketplace and avoid creating unintended contractual liability, all representations made by NetApp employees and agents concerning NetApp products and services must be current, accurate and not misleading. This applies to any communication made outside of NetApp, including press releases, marketing materials and sales presentations.

### ***Use of Information Resources and Property***

The telephone, voice mail, electronic mail, facsimiles, computers, World Wide Web, Internet and other means of electronic communication are integral parts of NetApp's business operations. NetApp's electronic communications equipment is here to make our employees' business activities easier, faster and more efficient. We also recognize that, from time to time, employees will use NetApp's communications equipment and facilities for personal purposes. This section is intended to provide guidelines for all employees in the use of NetApp's electronic communications.

If at any time this policy conflicts with local data privacy laws or regulations, the local laws or regulations will prevail.

### ***Use of Communications***

NetApp expects all employees to use common sense and good business judgment in the use of NetApp telephones, voice mail, electronic mail, facsimiles, World Wide Web, Internet and computers. At a minimum, the guidelines listed below must be followed:



- Do not use electronic communications for the distribution of sensitive, confidential, proprietary and/or trade secret information to any non-NetApp person without prior authorization.
- Use of electronic communication for any illegal or criminal purpose is expressly forbidden.
- Do not participate in chat rooms which discuss NetApp or its business.
- Do not use another employee's electronic mail account without that person's prior express approval.
- Be careful in your communications. Don't quote others without obtaining their express permission. Be aware of copyright violations before copying a message or distributing it to others. In personal and/or non-official business communications, indicate that your communication does not represent the views of NetApp. If in doubt on any of these points, please contact the Legal Department.
- Unless it is part of your job, do not alter systems and computers without proper approval and/or assistance from the IT Department.
- Use appropriate language to clearly indicate meaning and to avoid ambiguity, misinterpretation or misrepresentation.
- Don't humiliate, discriminate against or harass others in your communications. Examples of such prohibited conduct include, but are not limited to:
  - Using slurs, jokes, cartoons, statements or epithets that are racial, ethnic, gender-based or based on any other protected group.
  - Downloading, storing or transferring of pornography with prurient intent, using profane or obscene language and sending communications of a sexual nature.
- No unauthorized/illegal copies or downloads of pirated music, movies, books or software may be run on any NetApp equipment.

### ***Monitoring of Electronic Communications***

All internet/e-mail records are considered NetApp records and should be transmitted only to individuals who have a business need to receive them. Additionally, as NetApp records, all electronic communications are subject to monitoring, with or without notice and/or disclosure to employees. These records may subsequently be turned over to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the information contained in communications is accurate, appropriate and lawful.

While NetApp does not intend to monitor communications as a routine matter, it must reserve this right in order to protect the integrity of NetApp and the safety and welfare of its employees. Employees do not hold any rights or expectations of privacy in electronic communications. E-mail messages and internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by authorized NetApp representatives. Only an authorized NetApp representative may perform any monitoring of electronic communications. An employee may not examine another employee's electronic communications without advance authorization from the sending employee, from the communication's recipient or from NetApp.

No right to privacy is associated with any electronic record on any NetApp equipment.

### **Integrity**

Integrity is an integral part of doing business. No Code of Conduct can fully address all business situations that apply, therefore NetApp employees are expected to be guided by NetApp's core value of integrity as exemplified, but not limited to, the following situations:

### ***Accountability for Job***

Employees must understand that the performance of their job directly affects the success of NetApp. Each employee is responsible for knowing and executing the responsibilities of his or her job. This means that the individual is held accountable for the quality of the work he or she produces and for the accuracy and confidentiality of the applicable documentation.

### ***Competitive Information***

NetApp utilizes information concerning our competitors in order to successfully compete in the marketplace. However, NetApp must exercise caution in collecting and handling such competitive information. While it is necessary and proper to obtain information on our competitors through market research, product evaluation and study of public documents, we will not obtain competitive information by improper or illegal means. In particular, employees may not obtain or attempt to obtain competitors' confidential information from the competitors' current or former employees,

NetApp business partners, customers or suppliers doing business with such competitors. If you receive competitor information that you feel is confidential or obtained by inappropriate means, contact the NetApp Legal Department to determine the appropriate course of action

### ***Discipline***

Violation of NetApp policies and rules may warrant disciplinary action. NetApp's response to violations may include, without limitation, warnings, suspension and immediate termination of employment, with or without notice, as permitted by applicable laws and regulations. The system is not formal and NetApp may, in its sole discretion, use whatever form of discipline is deemed appropriate under the circumstances. You should know that NetApp's response to any disciplinary situation in no way limits or alters the at-will employment relationship in the U.S. or other applicable jurisdictions.

### ***Media/External Communication Contact***

NetApp's reputation and identity are among the corporation's most valuable assets. As part of maintaining and furthering the corporate image locally and around the world, NetApp believes in conducting business legally, morally and ethically. All employees, particularly those in management, are expected to conduct themselves in a manner that reflects positively on NetApp's image and identity, both internal and external.

In order to present consistent, accurate and timely information to the public and to be in compliance with laws regarding such disclosure, NetApp has specifically authorized only certain individuals to be spokespersons for NetApp with the press, analysts, shareholders or any other representative of the public. Unless you have been specifically designated by NetApp's executive management to be such a spokesperson, an employee should have no communication of any type with such representatives of the public other than directing all requests for information to the Public Relations Department or the Director of Marketing Communications.

If you are uncertain as to whether you are an authorized spokesperson, please contact the Legal Department. In order to present consistent, accurate information to the public, all such media requests must be directed to the Public Relations Department or the Director of Marketing Communications.

## **Respect for People**

Working together in the spirit of collaboration grows out of our value of teamwork and synergy and is elaborated in the following section.

### ***Safety***

To maintain a safe work environment, each of us has an obligation to report to work free from the influence of any substance that could prevent us from conducting work activities effectively and safely. Prohibited acts include, but are not limited to, threats of violence, intimidation, and the possession or sale of firearms or other weapons on the NetApp property and facilities.

### ***NetApp is an Equal Opportunity Employer***

NetApp's policy is to provide equal employment opportunity (EEO) without regard to race, color, citizenship status, ancestry, religion, creed, sex, sexual orientation, gender, national origin, age, physical or mental disability, medical condition, marital status, or veteran status, as provided by local, state, federal or country law. NetApp also provides reasonable accommodation for persons with disabilities as required by federal and state law.

In addition, all employees have the right to work in an environment that is free of harassment. NetApp's policy prohibits employee conduct, whether intentional or unintentional, that results in verbal or physical harassment, abuse or intimidation of any person because of the person's race, color, citizenship status, ancestry, religion, creed, sex, sexual orientation, gender, national origin, age, physical or mental disability, physical handicap, medical condition, marital status or veteran status. The same prohibition applies to harassment by its employees of non-employees with whom NetApp employees have a business, service or professional relationship.

Questions often are asked about what is, and what is not, sexual harassment. It is sexual conduct, or conduct based on sex, when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) conduct occurs that is unwelcome and is sufficiently severe or pervasive as to interfere with an employee's work performance or create an intimidating, hostile, or offensive work environment.

NetApp will not tolerate any retaliation against an employee who in good faith reports discrimination or harassment or provides information during an investigation.

Discrimination and harassment as described above not only violate NetApp policy but also may be unlawful in locations in which we conduct business.

## **Stewardship**

We urge all our employees to not only do great things at work, but great things outside of work. As a global business, NetApp is an integral member of communities throughout the world. With this role comes a great deal of responsibility for the protection and enhancement of shared communities, and we welcome the challenge to perform as exemplary corporate citizens.

### ***Commitment to Community***

NetApp strives to be a good corporate citizen and a model company in each community in which we live and work. We encourage employees to give back to the community, with the good of the community balanced with the needs of our business. Specific areas we embrace include:

- Developing the workforce of the future

- Providing basic community needs (food, shelter, health and transportation)
- Supporting our employees in the case of disaster relief

### **Environment**

NetApp is committed to complying with applicable laws and regulations related to protecting our environments. All employees are expected to be alert to environmental issues and share in the commitment to conserve natural resources, reduce waste, and minimize any impact to the air, water and land.

### **Seeking Help and Reporting Violations**

This Code of Conduct provides an overview of NetApp's commitment to acting with integrity and high standards of business practices. This Code of Conduct does not include all the rules and regulations that apply to every situation. The contents of the Code of Conduct need to be viewed within the framework of NetApp policies and procedures which are located on the NetApp internal website.

If you need help or want to report violations, there are several paths available. You may contact your manager, Human Resources representative, in-house legal counsel or Director of Internal Audit. Alternatively, if you wish to remain anonymous, you may report any workplace concern anonymously and without fear of reprisal through MySafeWorkplace. This system may be accessed by the Internet ([www.mysafeworkplace.com](http://www.mysafeworkplace.com)) or by calling a toll-free hotline inside the U.S. at 800.461.9330, or 720.514.4400 for collect calls outside the U.S. This anonymous and confidential reporting system is answered 24 hours a day, 7 days a week by non-NetApp employees trained as communication specialists. Calls can be received from individuals speaking most languages, as well as from hearing-impaired employees. Confidentiality will be protected to the extent possible under the law and company policy. Any retaliation will be not be tolerated against an employee who makes a report in good faith.

### **Summary**

Corporate integrity is at the foundation of our Code of Conduct. By maintaining the highest level of corporate integrity through open, honest and fair dealings, we earn trust for our products and ourselves from everyone with whom we come in contact.

Note: This Code of Conduct will be available in the following languages: French, Italian, Spanish, Dutch, German, Japanese, Korean and Chinese. Please contact your Human Resources Manager if you would like to view the code in one of the above languages.

***NetApp, Inc. Code of Conduct Acknowledgement***

I acknowledge that I have read and understand the attached NetApp, Inc. Code of Conduct. I further understand that violations of the Code of Conduct must be taken seriously by the Company and could result in disciplinary actions. I further acknowledge that the Company in its sole discretion may change any of the content contained in the Code of Conduct at any time and that the Company will give me written notice of such change within a reasonable period of time after any such change has been made.

Acknowledged by:

Name: \_\_\_\_\_  
(Print)

By: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

