

SCREEN ACTORS GUILD-PRODUCERS PENSION PLAN

PROCEDURES TO BE FOLLOWED UPON RECEIPT OF A
DOMESTIC RELATIONS ORDER

The Assistant Administrative Director of the Screen Actors Guild-Producers Pension Plan, shall receive all domestic orders submitted with the respect to the Pension Plan. The Assistant Administrative Director shall immediately submit all legal counsel for the Plan. The Assistant Administrative Director and legal counsel shall act in accordance with the following procedures:

1. Procedures to be Followed Upon Receipt of an Order
 - A. Upon receipt of an Order, the Assistant Administrative Director shall:
 1. Make certain that the Initial Notice (see Notice A, attached hereto) is sent to each person named in the Order (at the address specified in the order, if applicable), together with a copy of these procedures.
 2. Complete a Qualified Domestic Relations Order Checklist with respect to the Order for review by legal counsel.
 - B. If all questions on the Checklist are answered “yes”, or “not applicable” by the Assistant Administrative Director and such answers are approved by legal counsel, the Assistant Administrative Director shall send the Notice of Determination (qualified) (see Notice B, attached hereto) to all persons named in the Order and any representative designated in writing by such persons that a determination has been made that the Order is a qualified domestic relations order (QDRO). The Assistant Administrative Director shall proceed as though a final determination has been made that the order as a QDRO.
 - C. If any questions on the Checklist are answered “no”, the Administrative Director shall send the Notice of Determination (not qualified) (see Notice C, attached hereto) to all parties that a determination has been made that the Order is not a QDRO.

II. Procedures Upon Final Determination

- A. If, within 18 months of receipt of an Order, a final determination is made that the order (as modified, if applicable) is a QDRO, the Assistant Administrative Director shall follow the terms of the Order.
- B. In the event that an Order is received which cannot be determined to be either "qualified", or "not qualified" within 18 months of receipt of such Order, the Assistant Administrative Director shall notify all parties, in writing, of such fact (see Notice D, attached hereto).

If it is subsequently determined that the Order (as modified, if applicable), is a QDRO, then the QDRO shall be applied prospectively only.