**To: ABC Company Plan Participants**

**Date: November 30, 2020**

**Re: Enhancements to your plan’s fund menu**

We are pleased to inform you of some upcoming changes being made to the investment menu of the <ABC Company 401(k) Plan>. These changes will provide you with additional investment options as a plan participant.

After a review process by our retirement plan committee, the following changes are being made:

**New funds being added to the Plan on <DATE>:**

|  |  |
| --- | --- |
| **Ticker** | **Fund Description**  |
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|  |  |
|  |  |

**Fund replacements being made within the Plan on <DATE> with no blackout period and no required action on your part:**

|  |  |
| --- | --- |
| **Previous Fund** | **Replacement Fund**  |
|  |  |
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Once the new funds appear in the participant website they will be open for investment by participants. For the fund replacements, your existing balances will be *transferred automatically* to the new funds through a process coordinated by BPAS with the various mutual fund families. Any portion of your future contributions that was being directed to one of the previous funds will be automatically re-routed to the replacement fund shown here. If you **do not** want your shares transferred as specified above or wish to make a different set of investment changes, please access the website now to make any desired changes.

If you need information on the new funds or any of the funds offered within your plan (including fund fact sheets or prospectuses), please log onto the participant website. To access your online account, login at [u.bpas.com](https://u.bpas.com/)or call the voice response system at 1-800-530-1272.

Please call Human Resources with any questions on this upcoming change.