

401K Retirement Plan Employee Participation Acknowledgement Form

Altman Specialty Plants, Inc. is proud to offer the 401K Retirement Plan to all of its employees. Having a 401K Retirement Plan is a great way to set aside money for your retirement.

This benefit is available to **ALL** employees who meet the following criteria:

- You are at least 18 years of age
- You will be eligible for participation beginning on the first day of the quarter immediately after successfully completing your first 3 months of service with Altman Specialty Plants, Inc.

Enrollment in the 401K plan is not automatic. You must complete and submit the enrollment forms to participate through the Payroll Department. If you are interested you can request a 401K Kit from your site office, at any time. You can also contact Ronie Mallari, Payroll Specialist at (760) 744-8191 ext.159 for further information and enrollment materials or the Human Resources Department (760) 744-8191 ext. 127.

**401K Open enrollment takes place at the beginning of every quarter:
1st of January, 1st of April, 1st of July, and 1st of October**

Please submit your enrollment forms before the 1st of the enrollment quarter to provide adequate time to process your paperwork.

You may contribute up to 25% of your compensation each year.
Contributions are only made by employees.

Maximum 401k Limits
2016 . . . \$18,000
Maximum Catch-Up Limits
2016 . . . \$6,000

I acknowledge that I have received information regarding participation in my employer's 401K Retirement Plan. I also understand that once I am eligible I can request an enrollment kit at any time during my employment.

Employee's Name (Please Print)

Employee's Signature

Date
