

VISUAL GRAPHIC SYSTEMS, INC. EMPLOYEE STOCK OWNERSHIP 401(K) PLAN

ANNUAL NOTICE

INTRODUCTION

This Notice contains information related to the Visual Graphic Systems, Inc. Employee Stock Ownership 401(k) Plan (the "Plan") for the plan year beginning on 01/01/2024. The plan year is each 12-month period ending on 12/31.

The automatic enrollment features apply to the Plan. This Notice gives you important information about these Plan features and how they will affect you. For further information about the Plan, please see your copy of the Plan's Summary Plan Description (SPD). If you need a copy of the SPD, would like a copy of other Plan documents, or if you have any further questions on the information contained in this Notice, please contact the plan administrator at:

Visual Graphic Systems, Inc.
Address: 330 Washington Avenue, Carlstadt, NJ 07072
Phone number: 201-528-2700

AUTOMATIC ENROLLMENT

The automatic contribution arrangement (ACA) provisions apply to the Plan. This type of automatic enrollment allows the plan administrator to enroll certain employees in the Plan who have not previously elected to participate in the Plan.

Do the Plan's automatic enrollment features apply to me if I have already made a deferral election?

No, if you have already made a deferral election that amount will continue to be withheld from each of your paychecks until you make a new election.

What happens if I do not make a deferral election?

If you are eligible to make elective deferrals and you do not make a deferral election, the plan administrator will begin deducting automatic deferrals from each of your paychecks and will submit those amounts to the Plan (automatic deferrals) on your behalf. An automatic deferral amount of 3% of your compensation will be withheld from each of your paychecks. The automatic deferral amount will be contributed as a pre-tax elective deferral to the Plan.

If you do not wish to have automatic deferrals withheld from each of your paychecks or if you want to change the amount withheld, you must make a deferral election. If automatic deferrals have already started, you may make a deferral election to change the amount being withheld or to stop the deferrals entirely.

Will the amount of the automatic deferrals increase?

Yes, if you do not make a deferral election the automatic deferral amount will increase in the following manner: 1% annually on the first day of the Plan Year until such election equals 10%.

ELECTIVE DEFERRALS

Your elective deferrals are amounts that you chose to (or are assumed to have chosen to) have withheld from your paycheck and contributed to the Plan in your name. Please see your SPD to determine if you are eligible to make elective deferrals and "Contributions to the Plan" for the type of compensation you may defer into the Plan.

How do I make or change my deferral election?

You may make or change your deferral election by going to the following web site: <https://www.bpas.com/>.

Once I make a deferral election, how often can I change, stop, or re-start the election?

You may change or re-start your deferral election as of the dates established pursuant to Plan Administrator procedures. You may stop your deferrals at any time.

If I make a deferral election is the amount withheld from my paychecks taxed?

You will have the option to decide if the amount you elect to defer into the Plan is taxed or not. If you chose to have your elective deferrals go into the Plan as pre-tax elective deferrals, you will not be taxed until you take the money out of the Plan. If you chose to have your elective deferrals go into the Plan as Roth elective deferrals, you will be taxed on that money when it is taken out of your paycheck, but it will not be taxed again when you take it out of the Plan. The earnings on those Roth elective deferrals may be taken out tax-free if certain conditions are met. Please see the SPD for more information on Roth elective deferrals.

Are there any limits to how much I can defer into the Plan?

Your elective deferrals are subject to the following limits:

- The minimum amount you can defer is 1% of your compensation.
- The maximum amount you can defer is 60% of your compensation.
- Your total amount of deferrals cannot be more than \$23,000 (for 2024).
- If you are age 50 or over, you may defer an additional amount, called a "catch-up contribution," of up to \$7,500 (for 2024).

The plan administrator may establish additional rules you will need to follow when making your deferral election. Your deferral election is only effective for compensation you have not received yet. The plan administrator may also reduce or totally suspend your election if they determine that your election may cause the Plan to fail to satisfy any of the requirements of the Internal Revenue Code.

PLAN INVESTMENTS

Can I direct how my account balances will be invested?

Yes, you can direct how your entire account balance will be invested from among the different investments offered under the Plan.

You may make or change your investment elections by going to the following web site:
<https://www.bpas.com>

How often can I change my investment election?

Subject to any additional restrictions placed on investment timing by the actual investment, you may change your investment elections once each pay period.