



## HUMAN RESOURCES MEMORANDUM

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**SUBJECT: Matching Gifts to Educational Institutions**

Cytec believes in supporting institutions of higher learning. To that end, the Company will match gifts to qualified educational institutions from eligible employees, dollar-for-dollar, up to \$2,000. Employees eligible for this program are Regular Full-Time employees and non-management directors in the United States or in expatriate status with at least one year of continuous service.

Institutions that qualify for matching gifts include 2- or 4-year colleges, universities, and graduate or professional schools located within the United States and its possessions that are accredited by the appropriate regional or professional accrediting associations, and are recognized by the IRS as tax-exempt organizations.

Contributions must be:

- a personal gift of the contributor, in cash or securities having a quoted market value
- *paid*, not merely pledged
- \$50 or more.

The calendar-year maximum for all gifts to all institutions by one employee is \$2,000.

Cytec will not match tuition payments, dues payments to national and/or local alumni groups, payment of subscription fees for publications, insurance premium payments, bequests or similar payments to institution even though such payments are financially beneficial to the institutions.

### **Procedure**

The Company provides a Matching Gifts Program folder for the purpose of authorizing and confirming contributions. The folders may be obtained from an Human Resources office. The contributor fills out the Authorization Form portion and sends the entire folder to the institution. The receiving institution's financial officer or his/her delegate fills out the Confirmation Form part of the folder to confirm receipt of the gift, and certify that the institution meets the qualifications outlined in this policy. He/she then mails the entire folder back to the Matching Gifts Coordinator, c/o Human Resources, 5 Garrett Mountain Plaza, West Paterson, NJ 07424. Upon receipt of the completed folder, the Company will send a matching check to the institution at the end of the calendar quarter in which the confirmation is received.

## MATCHING GIFTS PROGRAM

*The purpose of this program is to broaden Cytec's financial support to higher education and to encourage individual gifts to institutions of higher learning by matching contributions to qualified educational institutions.*

### ELIGIBLE PARTICIPANTS

All full-time active employees and non-management directors in the United States (including U.S. expatriates) of Cytec Industries Inc. and its wholly owned subsidiaries with at least one (1) year of continuous service are eligible to participate in this Matching Gifts Program.

### ELIGIBLE INSTITUTIONS

Any degree-granting two-year and four-year college, university, graduate or professional school is eligible provided:

- It is located within the United States or one of its possessions.
- It is accredited by the appropriate regional or professional accrediting association.
- It is recognized by the United States Internal Revenue Service as a tax-exempt institution.

### QUALIFYING GIFTS

The contribution must be a personal gift of the contributor, in cash or in securities having a quoted market value. It must be paid, not merely pledged. The minimum gift matched by the company will be **\$50**. The maximum for one eligible individual for all his or her gifts to all eligible institutions will be **\$2,000** per calendar year.

### NON-QUALIFYING GIFTS

The Company will not match tuition payments, dues payments to national and local alumni groups, payment of subscription fees for publications, insurance premium payments, bequests or other such payments made to eligible institutions by individuals even though such payments produce ultimate financial benefit for the institution.

### ADMINISTRATIVE CONDITIONS

The Company may at any time amend, suspend or terminate the Program with respect to contributions thereafter made. The interpretation, application and administration of the provisions of the Program shall be determined by Cytec Industries Inc. and its decision shall be final.

### CONTRIBUTION PROCEDURE

Matching Gift forms are available on the Human Resources site of the Cytec Intranet. Print the **Matching Gifts Program** form, complete the **Authorization portion** and send the entire form along with your gift to the eligible educational institution.

A responsible financial officer of the educational institution will complete the **Confirmation portion** of the form and return the entire form to Cytec's Matching Gift Coordinator.

The Company, after receiving the form with the Confirmation portion completed by the institution, will send a matching check to that educational institution. Contributors should rely on the educational institution for an acknowledgement that a matching gift in their name has been received.



# MATCHING GIFTS PROGRAM

For Higher Education

## AUTHORIZATION FORM *(to be filled out by the contributor)*

To: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Name of Educational Institution)  
 \_\_\_\_\_ For \_\_\_\_\_  
 (address - City & State) (directed use, if any)

Enclosed is my personal gift of \$ \_\_\_\_\_ or # \_\_\_\_\_ shares of \_\_\_\_\_ securities having a quoted market value of \$ \_\_\_\_\_. You are authorized to qualify this gift for a matching gift from Cyttec Industries Inc.

\_\_\_\_\_  
 (Name in full - please print) (Signature)  
 \_\_\_\_\_  
 (Home Address - please print) (Social Security Number)  
 \_\_\_\_\_  
 (City, State, Zip Code) (Work Location, Division or Department)

My relationship to the educational institution named above (for statistical purposes) \_\_\_\_\_  
 (Hire Date)

Alumna Alumnus Friend Parent of a student

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## CONFIRMATION FORM *(to be filled out by the Financial Officer of the educational institution or his designated agent)*

To: Cyttec Industries Inc.

I hereby certify that the gift of \$ \_\_\_\_\_, in cash or in securities, as described above in Authorization Form was received by this institution from \_\_\_\_\_ on \_\_\_\_\_ and that this institution, as named below, qualified for a matching gift in accordance with the conditions outlined in this brochure for Cyttec's Matching Gifts Program.

This institution is accredited by \_\_\_\_\_.

\_\_\_\_\_  
 (Name of Payee as it should appear on check) (Signature of Chief Financial Officer or his designee)  
 \_\_\_\_\_  
 (street address) (name and title - please print)  
 \_\_\_\_\_  
 (city,state, zip code) (name of educational institution)

Completed form should be forwarded to: Matching Gifts Coordinator, Human Resources Dept., Cyttec Industries, 5 Garret Mt. Plaza, West Paterson, NJ 07424.

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### For Accounting Use Only:

Please pay the approved amount of \$ \_\_\_\_\_ to the above institution in the name of \_\_\_\_\_ as a matching gift contribution. (Cyttec employee)

Accounting Code: 008-000-000-8510-67-3601-000-0000 Authorized by: \_\_\_\_\_  
 (Matching Gifts Coordinator)

Vendor # \_\_\_\_\_ Voucher # \_\_\_\_\_ Due Date: \_\_\_\_\_