PARTICIPANT LOAN ADMINISTRATION PROCEDURES

(the 'Plan') provides that loans may be made to Plan Participants from the Plan by the Plan Administrator, upon written application of a Participant, in accordance with the following procedures:

1. The Plan Administrator is authorized to administer the Participant Loan Program. The Trustees of the Plan are authorized to Approve loan applications.

2. To apply for a loan, the Participant must complete a Plan Loan Application and submit it to the Company Trustee. The loan will be approved or denied in writing by the Trustee within thirty (30) days of the loan application date. Both husband and wife (if the employee is married) must sign the loan application.

   a. After the application is reviewed and approved by the Company Trustee, the application will be forwarded to the Plan Administrator for processing. The Plan Administrator will forward the application to The Haslauer Group, Inc. who will prepare the amortization schedule and promissory note for repayment and return to the Plan Administrator for further processing. The loan package will then be returned to the Company Trustee, along with the loan proceeds, who will inform the Participant of the interest rates, terms and conditions of the loan.

   b. The Trustee will ensure that the loan applicant repays the loan as scheduled by payroll deduction. The repayment amount should be reported on the monthly report to The Haslauer Group, Inc. as a separate item.

3. Plan loans shall be granted on a uniform nondiscriminatory basis, so that they are available to all Participants on a reasonably equivalent basis. Loans may be granted to Participants for the following reasons:

   ~ Medical Expenses incurred by the Participant or his/her spouse and dependents;
   ~ Purchase of a principal residence for the Participant;
   ~ Payment of tuition for post-secondary education of the Participant or his/her spouse and dependents; and
   ~ Expenditures to avoid eviction from, or foreclosure of a mortgage on, the Participant's principal residence.

   Loans may be approved or denied by the Company Trustee who must consider such factors as the reason for the loan, the credit history of the Participant, the ability of the Participant to repay the loan, or other factors required for responsible fiduciary administration of the Plan.

4. The minimum loan amount that will be approved is $1,000. The maximum loan permitted is the lesser of $50,000 or fifty percent (50%) of the Participant's vested interest in the Plan.

5. Loans must be for a term of one (1) to five (5) years. No more than one outstanding loan per participant. A loan may only exceed five (5) years when it is used to acquire the principal residence of the Participant. Repayment of a principal residence loan may be over a period that is typical with an institutional mortgage (over 20 to 30 years). All loans are to be levelly amortized by periodic payments (at least quarterly), through payroll deduction. This does not prevent pre-payment, acceleration of loan payments, or prevent the Plan from requiring repayment upon termination of employment. Balloon notes are not allowed.

6. Each loan will have a reasonable rate of interest that reflects current interest rates for similar loans from commercial sources. Interest rates will be determined by a survey of not less than two (2) commercial lending institutions.

7. The Participant's vested accrued benefit under the Plan will be used as security for a Participant loan.

8. Default shall be defined as a loan payment being ninety (90) days or more delinquent. A default on a loan will be treated as a distribution from the Plan. A loan must be repaid upon termination of employment. If an employee leaves the company with a loan outstanding, the loan balance is payable immediately. Default on the loan will lead to a reduction of the balance due from the Participant's Plan account. The unpaid loan will be considered to have been distributed, and therefore becomes taxable income and possibly subject to a penalty for early withdrawal to the Participant.

9. The Plan Administrator will charge, on a uniform, nondiscriminatory basis, a $50.00 set-up fee for processing.

Questions on the above should be addressed to the Plan Administrator.