

**Airconditioning
and Refrigeration Industry**

**DEFINED
CONTRIBUTION
RETIREMENT
PLAN**

**SUMMARY PLAN
DESCRIPTION**

OCTOBER 2000



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INTRODUCTION

This booklet contains a brief explanation of the most important provisions of the Airconditioning and Refrigeration Industry Defined Contribution Retirement Plan. It is not possible to cover all of the Plan's provisions in this short booklet. Your rights as a participant in the Plan can only be determined by consulting the Plan document and the materials distributed by Union Bank of California-SelectBenefit regarding your investment options, both of which may be amended from time to time. This booklet is not intended to change or supersede the Plan documents, which are available for your review at the Trust Office.

The Plan, which was established pursuant to an Agreement and Declaration of Trust, became effective on January 1, 1988.

THE ACCUMULATION STAGE

Who administers the Plan?

In accordance with the Agreement and Declaration of Trust establishing the Plan, the Plan is administered by a Board of Trustees made up of equal numbers of Union and Employer representatives.

The Trust Office handles the day-to-day activities of the Plan. All notices to the Plan, all inquiries about your rights and benefits, and all communications to the Board of Trustees, should be addressed to the Trust Office. It is the office to which anything for the Board of Trustees should be sent. The address and telephone number of the Trust Office are:

Airconditioning and Refrigeration Industry
Defined Contribution Retirement Plan
747 Locust Street
Pasadena, California 91101

Telephone: (626) 584-6545
Fax: (626) 584-9447

How do I know if I am a participant in the Plan?

You are a participant in the Plan if you are an eligible employee who works for an employer who makes contributions on your behalf to this Plan pursuant to a collective bargaining agreement with Refrigeration Fitters Division of Local 250 of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada. As a participant, you should receive account statements quarterly. If you do not, contact the Trust Office immediately.

What happens when I begin participating in the Plan?

As soon as an eligible employee starts working for a contributing employer, the employer begins making contributions to the Plan. You will be asked to complete a "Participant New Account Form." An "Individual Account," comprised of an "Employer Account" and an "Employee Account," will be set up for you when the Plan receives its first contributions on your behalf. Your Employer Account consists of mandatory contributions made by your employer on your behalf, as adjusted for investment gains and losses and administrative expenses. Your Employee Account consists of contributions you have elected to make to the Plan, as adjusted for investment gains and losses. These Accounts are discussed in greater detail in the next section.

Once your Individual Account has been established, you will begin receiving quarterly statements of your account activity, including contributions made, distributions received, asset allocation, contract charges, investment exchanges, investment gains and losses, etc.

Only those contributions that are actually received by the Plan will be credited to an Individual Account. You are always 100% vested in the amount in your Individual Account.

Who contributes to the Plan?

Local 250's collective bargaining agreement requires employers to pay mandatory hourly contributions on behalf of all eligible employees, with the exception of Partsmen. In this booklet, we will refer to these mandatory contributions as "Employer Contributions." The current Employer Contribution rate varies from 50¢ to \$1.75 per hour, depending on the employee's classification.

The Plan also permits employees to make additional contributions of 50¢ to \$6.00 per hour in 50¢ increments by signing a wage reduction agreement. In this booklet, we will refer to these elective contributions as "Employee Contributions." Under present law, no federal or state income taxes are deducted from your gross wages before deducting the Employee Contributions; however, federal Social Security (FICA) and state disability (SDI) contributions are deducted from your paycheck.

How can I change the amount of my Employee Contributions to the Plan?

The amount of your Employee Contributions can be changed or terminated twice per year, at any time, in addition to the annual open enrollment each November. Changes in your contribution rate or revocations of your wage reduction authorization must be made on the appropriate form, which you can obtain from the Trust Office.

How are contributions taxed?

Under current law, Employer Contributions are not subject to federal and state withholding or payroll taxes, including Social Security (FICA), Medicare and state disability (SDI). In contrast, Employee Contributions are subject to FICA, Medicare and SDI, but are not subject to federal and state withholding.

Under current law, you will not be taxed on Employer Contributions or Employee Contributions, including interest and dividends earned on them, until you actually receive them or direct a distribution.

Are there any limits on the amounts that may be contributed on my behalf?

There are several legal limits on the amounts of Employer Contributions and Employee Contributions. Most participating employees will be affected by only one of these limitations. Employee Contributions cannot exceed an annual limit established by Congress. In 2000, the limit is the lesser of \$10,500 or 25% of annual "compensation," a term defined in the Internal Revenue Code. In future years, this limit will most likely change. The \$10,500 limit does not apply to Employer Contributions.

If Employee Contributions exceed this annual limit, the excess must be refunded to you no later than March 15 of the year following the year in which the excess contributions were made to the Plan. Unfortunately, you must include the refund as taxable income earned in the year that the money was withheld, even though you did not receive it until the following year. If you suspect that you might have exceeded the annual limit, you may wish to postpone filing your tax return until you have received the refund and related tax information from the Plan. This will eliminate the need to file an amended return.

The IRS also has established very technical rules limiting Employee Contributions on behalf of certain "highly-compensated employees," a term defined in the Internal Revenue Code. While it is unlikely that you will be affected by these limits, you could receive a refund of excess contributions if these technical limits are exceeded.

How are contributions invested?

The Trustees have contracted with Union Bank of California-SelectBenefit to offer you a choice of stock, bond, money market and mixed funds. Effective October 1, 2000, one of the funds is managed by Union Bank of California and the others are managed by other investment companies. Each of these fund managers is among the most respected mutual fund companies. You can direct the investment of your Individual Account in any or all of nine investment options. The following are descriptions, prepared by the respective fund managers, of these different funds:

Union Bank of California Stable Value Fund (Stable Value)

The Stable Value Fund is a managed portfolio of money market instruments, bank time deposits, and guaranteed investment contracts (GICs) managed by Union Bank of California. The Fund seeks to provide income at the highest rate available on investments with minimum risk to principal by investing in fixed and floating rate obligations of high quality credit issuers.

PIMCO Total Return Fund (Income)

This Fund seeks to achieve maximum total return. The Fund invests in fixed income securities and can include U.S. government and corporate debt securities, mortgage and other asset-backed securities, U.S. dollar and foreign currency-denominated securities of foreign issuers, and money market instruments. The average portfolio duration normally varies within a three to six year time frame.

Scudder Pathway Conservative Portfolio (Balanced)

This Fund seeks primarily income and secondarily long-term growth of capital by investing primarily in a mix of Scudder income-oriented mutual funds. The portfolio is

designed to provide built-in diversification for investors who are looking for a more conservative investment. This portfolio invests in a mix of Scudder mutual funds, the majority of which pursue current income as primary objective. The portfolio will typically be invested 40%-80% in bond funds, 20%-50% in stock funds, and 0%-15% in stable value investments.

Dodge & Cox Balanced Fund (Balanced)

The Fund invests in a diversified portfolio of common stocks, preferred stocks and bonds. **Stocks:** The Fund invests in companies that, in Dodge & Cox's opinion, appear to be temporarily undervalued by the stock market but have a favorable outlook for long-term growth. The Fund focuses on the underlying financial condition and prospects of individual companies. The Fund will hold no more than 75% of its total assets in stocks. **Bonds:** The Fund invests in a diversified portfolio of high-quality bonds. Fixed-income investments include investment-grade: U.S. government obligations, mortgage and asset-backed securities, corporate bonds, collateralized mortgage obligations (CMOs) and others.

Scudder Stock Index Fund (Index)

Scudder Stock Index Fund seeks to match the total return of the Standard & Poor's (S&P) 500 stock index. The S&P 500 is an unmanaged index of 500 common stocks of American companies that is often used as a benchmark for the U.S. stock market. This collective Investment Trust invests in stocks or in other mutual funds that appropriately mirror the S&P 500 in their weightings. So when you invest in the Trust, you are investing in a diversified stock portfolio. Although the Trust seeks to match the performance of the S&P 500, it may not match it at all times.

Scudder Growth and Income Fund (Large Value)

This Fund seeks long-term growth of capital, current income, and growth of income. The Fund helps to reduce risk by actively investing in stocks with above-average dividend yields and the potential for capital appreciation and rising dividends. The Fund is designed for investors seeking long-term capital growth, current income, and growth of income.

Janus Fund (Large Growth)

This Fund invests primarily in larger, more established companies, although it may invest in smaller companies or look overseas for attractively priced growth potential. The advisor uses a bottom-up approach to choosing investments, emphasizing companies with earnings-growth potential. It may invest without limit in foreign securities. The Fund may also invest in preferred stocks, warrants, government securities, and corporate debt. It may use derivatives for hedging purposes or as a means of enhancing return.

Invesco Dynamics (Aggressive Growth)

This Fund invests primarily in common stocks of domestic companies. Management emphasizes short-term factors when selecting securities, including current information about a company, investor interest, price movements of the company's securities and general market and monetary conditions. The Fund's use of short-term trading may result in a high rate of turnover and increased brokerage fees. The Fund may invest up to 25% of assets in foreign securities, including American Depository Receipts.

Scudder International Fund (International)

Scudder International Fund seeks long-term growth of capital primarily through a diversified portfolio of foreign stocks. The Fund generally invests in foreign stocks of established companies. The Fund offers international diversification since foreign markets do not necessarily move in step with each other or with U.S. markets.

More detailed explanations of these funds can be found in the prospectus for each fund, which is given to participants when they enroll in the Plan. If you need an additional prospectus, please call the Trust Office.

Can I invest my money in more than one investment?

Yes. Participants may invest the assets in their Individual Accounts in any one or any combination of the various funds. For example, a participant could put 20% in the Union Bank of California Stable Value Fund, 20% in the PIMCO Total Return Fund, 20% in the Janus Fund, 10% in the Scudder International Fund, and 30% in the Scudder Pathway Conservative Portfolio, or any other percentages so long as they total 100%. The choice is entirely up to you based upon your belief as to the best diversification, degree of risk and performance for you.

While the Trustees have taken great care in selecting the investment funds available, no investment is free of risk. The performance of each fund will vary from year to year and your Individual Account balance will be adjusted for these gains and losses. You should carefully evaluate your personal situation to determine the appropriate balance between performance and risk which is best suited to your retirement needs.

If you have any questions regarding how you divide your investments, please contact the Trust Office. However, the staff CANNOT provide investment advice as to which

funds would be the most appropriate to your individual circumstances.

The Plan is intended to be a plan providing individual investment choice as described in ERISA Section 404(c) and 29 C.F.R. § 2550.404c-1, and the Plan's fiduciaries therefore intend to be relieved of liability for any losses which are the direct or necessary consequence of investment instructions given by participants.

As noted above, a more detailed description of the various funds may be found in the prospectuses which have previously been provided to you. If you have not received one or have lost it or have any questions regarding the Plan or the investment of the assets in your Individual Account, you should contact Union Bank of California at 1-800-678-7526.

What happens if I do not make an investment choice?

Your investment choices are made on your application to participate. Before January 1994, if you did not complete an application or did not otherwise make an investment election, your Individual Account was invested in the Cash Investment Trust. Beginning in January 1994, if no election was made, 50% of the contributions made on your behalf was invested in the Scudder Managed Retirement Trust-Income and 50% in the Scudder Cash Investment Trust. As of October 2000, if no election was made, 50% of the contributions made on your behalf is invested in the Union Bank of California Stable Value Fund and 50% in the Scudder Pathway Conservative Portfolio. These funds are described above.

Remember that this is your account. You should take an active role, making the investment decisions that are best for you.

How do I change my investment mix?

Your investment mix can be changed at any time. Union Bank's Phone Access System offers toll-free, 24-hour access to your account from any touch-tone phone by calling 1-800-678-7526. To use the Phone Access System, you will need your Social Security number and your personal identification number (PIN) or password. If you have not received or have misplaced your PIN, please call Union Bank of California at 1-800-678-7526.

You may also access your account through Union Bank's SelectBenefit web site via the Internet. Brochures with information on how to access your account are available from Union Bank or the Trust Office. Or, you can visit the web site at www.selectbenefit.com using the same PIN you use for the Phone Access System.

By using the Phone Access System or the Internet, changes in your investment mix can usually be made (depending on the time of day you make the change) by the close of the next business day.

How often will I receive statements?

You will receive a statement approximately 15 business days after the end of every quarter. Your quarterly statement reflects all contributions made on your behalf, how much money you have in each investment, administrative charges deducted from your account, distributions to you, etc. Each new statement reports the latest account activity plus all prior activity for the calendar year. You should keep all of your statements.

These quarterly statements provide a complete accounting of all activity for your account. You should therefore review every statement carefully for errors and omissions. It is very difficult to correct errors unless you contact the Trust Office immediately after receiving your statement.

What fees will I pay for participating in the Plan?

The Board of Trustees deducts quarterly fees from each Individual Account to the extent necessary to meet the administrative expenses of running the Plan. Currently, the quarterly fee is \$6.50. Effective January 1, 2001, the fee will be \$8 per quarter. The quarterly fee is subject to change from time to time at the discretion of the Board of Trustees.

How do I designate a beneficiary?

You probably already did so when you first enrolled in the Plan. If you have not already designated a beneficiary or if you wish to change your previous designation, you should obtain a beneficiary designation form from the Trust Office and return the completed form to the Trust Office.

If you are not married, the balance of your Individual Account will be paid on your death to your designated beneficiary. If you are married, death benefits are payable to your eligible spouse, unless you have designated an alternate beneficiary. Designation of an alternate beneficiary requires your spouse's written consent, which must also be witnessed by a notary public or a Plan representative.

IT IS IMPORTANT THAT YOU DESIGNATE A BENEFICIARY. If you die without having designated a beneficiary, all money in your Individual Account will be distributed to your eligible spouse, surviving heirs or to your estate in accordance with the law. Payments, however, may be delayed if no beneficiary has been designated; so we urge you to designate a beneficiary immediately.

THE DISTRIBUTION STAGE

When am I eligible to receive benefits from the Plan?

In general, under current Plan rules, you are eligible (or your spouse or other beneficiary is eligible) to receive a distribution from your Individual Account when:

- a. You totally retire from work in the air conditioning and refrigeration industry at or after age 55 and you apply for benefits; or
- b. You attain age 59½, regardless of whether you have retired from work in the air conditioning and refrigeration industry and you apply for benefits; or
- c. You die and your spouse, designated beneficiary or heirs apply for benefits; or
- d. You become totally and permanently disabled, as established by receipt of Social Security disability benefits and you apply for benefits; or
- e. You have not worked in the air conditioning or refrigeration industry for at least 12 months, and you have total assets in your Individual Account of no more than \$20,000 and you apply for benefits; or
- f. You have become a participant in another defined contribution plan sponsored by a local union affiliated with the United Association and by employers or an employer association, whereupon you may elect a rollover of your Individual Account to the other defined contribution plan.

If you are married at the time of any of the above distribution options, your spouse must consent to the distribution.

Under current Plan rules, you must begin taking distributions from the Plan no later than April 1 following the year in which you reach age 70½.

Please note that the material you receive directly from Union Bank of California such as enrollment booklets, quarterly newsletters and similar information may contain remarks about when you can withdraw the money in your account. **That information is general and may not be specific to the Airconditioning and Refrigeration Industry Defined Contribution Retirement Plan. This Defined Contribution Retirement Plan Summary Plan Description or “booklet” (with amendments) is the governing document and prevails as to the rules for disbursement of money, hardship withdrawals, etc.**

NOTICE: If you are no longer working in the air conditioning and refrigeration industry, it is extremely important that you notify the Trust Office whenever your address changes. If you fail to do so, your benefits may be delayed, reduced or lost.

How much money will I receive from the Plan?

The amount of your benefits is the value of the Individual Account balance at the time you qualify for a benefit. Your benefits are 100% vested at all times.

Generally, the amount in your Individual Account is the sum of all the contributions made over the years on your behalf, plus earnings (or less investment losses) credited to the account, less any withdrawals, contract charges and administrative expenses.

What options do I have as to the types of benefits I can receive from the Plan?

You have two options when you become eligible to receive payment from the Plan:

- a. You can direct the Plan to roll over the entire amount in one lump sum payment into an IRA, another plan, or an annuity offering payments on a monthly basis;
- b. You can take the payment in a single lump sum.

We recommend that you find out about the available options several months in advance. That way, you will have time to shop around for different contracts to determine which is best suited to your objectives. If you find another investment that better suits you, we can simply roll over your existing account into the new contract. We recommend that you seek the advice of your own financial or tax adviser before you receive any payments from the Plan.

When can I receive a hardship withdrawal?

The Plan permits you to make a hardship withdrawal if you experience an immediate and heavy financial need, and no other financial resources (for example, savings, medical insurance, or selling assets) are available to meet this need. Under the Plan's rules and IRS regulations, hardship withdrawals are permitted in several situations:

- a. to prevent the loss of your principal residence through foreclosure or eviction; or
- b. to pay your medical expenses or medical insurance premiums, or the medical expenses or premiums of your dependents; or
- c. to purchase your principal residence (but not to make mortgage payments); or
- d. to pay tuition and related educational fees for the next 12 months of your or a dependent's post-secondary education.

If you are married at the time of the hardship withdrawal, your spouse must consent to the hardship withdrawal.

Only the Employee contributions are available in a hardship withdrawal. No Employer contributions or earnings from the total assets in your Individual Account may be distributed to you in the hardship withdrawal.

The IRS imposes severe penalties for hardship withdrawals. If you are under age 59½, the IRS will impose a 10% excise tax on the amount of the distribution. Moreover, hardship withdrawals are subject to regular federal and state income taxes and to federal withholding of 20%.

In addition, under IRS regulations you cannot make Employee Contributions to the Plan for 12 months after you received a hardship withdrawal, and there are strict limits on the amount of Employee Contributions you may contribute in the next 12 months.

Will my distribution be taxed?

The money in your Individual Account is not taxable income until you actually receive it. When you receive a distribution from your account, it is reported as taxable income. If you are younger than age 59½, you may also be required to pay an additional 10% excise tax if you take a distribution in a lump sum. When you receive a lump sum payment, however, you may be able to defer income and the 10% excise tax by “rolling over” the distribution into an IRA or other eligible pension or annuity. You should consult a competent tax advisor to ensure that you understand the tax consequences of withdrawing your money from the Plan and that you are making the decision that is best for you.

What if I get a divorce before I begin receiving benefits from the Plan?

Under federal law, the Plan must honor a “Qualified Domestic Relations Order” which divides a participant

account between an employee and a spouse, child or other person. Under a Qualified Domestic Relations Order, the spouse or other person may have the option of receiving an immediate distribution of his or her share of the participant account; but this kind of distribution may cause significant tax consequences.

The Plan must be joined in the divorce proceedings. If you are getting a divorce, you should ask your attorney about the division of your Plan benefits. If requested, the Plan's attorneys will work with you and your spouse, or with your attorneys, to formulate a Qualified Domestic Relations Order.

How do I apply for benefits from the Plan?

The first step in applying for benefits is to obtain an application from the Trust Office. You may need to furnish copies of legal documents, such as birth and marriage certificates. The Trust Office will tell you what you need.

If you are applying for disability benefits, you must submit a copy of your Social Security Disability Award as proof of your disability.

If your surviving spouse or designated beneficiary is applying for death benefits, that person must submit a certified copy of your death certificate.

Who decides whether I am eligible for payments for the Plan?

The Board of Trustees decides who is eligible to receive benefit payments. The Board has the responsibility of acting on all participant applications and of making sure all participants meet the Plan's requirements for receiving benefits.

Can I appeal an adverse ruling by the Board of Trustees?

If your application is denied or if you otherwise disagree with any part of the decision, you may ask the Board of Trustees to review the denied application within 60 days of your receipt of notice of the denial. Requests for review must be made in writing and should be sent with all pertinent evidence to the Trust Office.

The Benefits Committee, which is made up of members of the Board of Trustees, will review the decision. You will be advised in writing of the Committee's decision. If the Committee denies your appeal, its letter will include the reasons for the denial, referencing the Plan provisions on which the denial is based. The Committee's letter will inform you if any additional documentation or information regarding your claim is necessary.

If you are dissatisfied with the decision of the Benefits Committee, you can file a written appeal to the Plan's Appeals Committee within 60 days from the date you receive the Benefits Committee's denial of your appeal. Your appeal must contain an outline of the facts and issues, with a statement of the basis of your appeal. Your letter can be accompanied by additional documentation. You can also request that your authorized representative be present at the Appeals Committee meeting. Your appeal will be heard within 60 days of the Trust Office's receipt of your appeal, unless special circumstances require an extension of time.

You and your representative are entitled to be present at the Appeals Committee meeting at which your appeal will be heard. If you request an opportunity to appear, the Trust Office will send you notice of the meeting date and time. Your representative may also appear at the meeting.

The Appeals Committee is made up of different members of the Board of Trustees than the Benefits Committee. The

Appeals Committee's written decision will include the specific reasons for its ruling, with references to applicable Plan provisions and other documents on which the decision was based.

This appeals process is the sole and exclusive procedure available to a participant who is dissatisfied with a benefit or claim decision of any kind. This procedure must be exhausted before an applicant can utilize any external procedures. The decision of the Appeals Committee is final and binding.

Can the Plan be terminated?

Yes. The Trustees are empowered to terminate the Plan if they deem it necessary or prudent to do so, as might be the case if the Union and the Employers were to decide to discontinue further contributions to the Plan. Should this occur, the assets then remaining in your participant account, after deduction of administrative expenses, will be distributed to you or your beneficiary instead of being forfeited. In no event can any of the assets of the Plan revert to the Employers or be paid to the Union.

INFORMATION REQUIRED BY ERISA

The full name of the Plan is Airconditioning and Refrigeration Industry Defined Contribution Retirement Plan. Its Employer Tax Identification Number (EIN) is 93-1008658 and its IRS Plan Number is 003. The Plan is a Section 401(k) pension and profitsharing plan. It is sponsored and administered by the Board of Trustees.

Daily business functions for the Plan are handled by the Trust Office. Its address is:

Airconditioning and Refrigeration
Industry Defined Contribution Retirement Plan
747 Locust Street
Pasadena, California 91101

Telephone: (626) 584-6545
Fax: (626) 584-9447

Legal process may be served on the Plan Administrator Carolyn L. McCartney, at that address, or on any Plan Trustee.

The Plan is maintained pursuant to collective bargaining agreements which provide for employer contributions to the Plan. By written request to the Board of Trustees, a participant or beneficiary may find out whether a particular employer is a contributing employer. Benefits are provided by the Plan, not by any employer or union.

The fiscal records of the Plan are kept separately for each Fiscal Plan Year. The Fiscal Plan Year begins January 1 and ends December 31.

The Board of Trustees is the Plan Administrator. This means that the Board of Trustees is responsible for seeing that information regarding the Plan is reported to government agencies and disclosed to Plan participants and beneficiaries in accordance with the requirements of the Employee Retirement Income Security Act of 1974.

The Plan sponsors are:

Airconditioning and Refrigeration Contractors
Association of Southern California and
other Signatory Employers
501 Shatto Place, Suite 306
Los Angeles, California 90020
Telephone: (213) 738-7238

Airconditioning and Refrigeration Fitters Division
Local #250, United Association
18355 South Figueroa Street
Gardena, California 90248
Telephone: (310) 660-0045

EMPLOYEE TRUSTEES

Carmine Buonauro
Union Local 250
18355 S. Figueroa
Gardena, CA 90248

Paul Evans
Union Local 250
18355 S. Figueroa
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Jack Ferrara
A/C & Refrigeration Trust Office
747 Locust Street
Pasadena, CA 91101

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18355 S. Figueroa
Gardena, CA 90248

Roger Roundy
Union Local 250
18355 S. Figueroa
Gardena CA 90248

Don Tanaka
A/C & Refrigeration Trust Office
747 Locust Street
Pasadena, CA 91101

EMPLOYER TRUSTEES

Gary Boyett
Commercial Refrigeration
1700 N. Soto Street
Los Angeles, CA 90033

D.S. O'Brien
Cal-Air Conditioning Service
12484 Whittier Blvd.
Whittier, CA 90602

Richard Sawhill
A.R.C.A.
501 Shatto Place, Suite 306
Los Angeles, CA 90020

David Smith
Key Industrial Refrigeration

10905 Laurel Avenue
Santa Fe Springs, CA 90670

Joseph Urban
Thermalair, Inc.
1140 Red Gum Street
Anaheim, CA 92806

Kenneth Westphal
ACCO
6265 San Fernando Road
Glendale, CA 91201

Statement of ERISA Rights

As a participant in the Defined Contribution Retirement Plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA), which provides that all plan participants are entitled to:

- Examine, without charge, at the Trust Office, all plan documents, including insurance contracts, collective bargaining agreements and copies of all documents filed by the Plan with the U.S. Department of Labor, such as detailed annual reports and plan descriptions.
- Obtain copies of all Plan documents and other Plan information upon written request to the Plan Administrator. The Administrator may make a reasonable charge for copies.
- Receive a summary of the Plan's annual financial report. The Plan Administrator is required by law to furnish each participant with a copy of this summary annual report.
- In addition to creating rights for plan participants, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your Plan, called "fiduciaries" of the Plan, have the duty to do so prudently and in the interest of you and other plan participants and beneficiaries. No one, including your union, employer or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a pension benefit or exercising your rights under ERISA. If your claim for a pension benefit is denied in whole or in part, you must receive a written explanation of the reason for the denial.

- You have the right to have the Plan review and reconsider your claim. Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request materials from the plan and do not receive them within 30 days, you may file a suit in a federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay up to \$100 a day until you receive the materials. No such payment will be imposed for failure of the Plan Administrator to provide the materials because of reasons beyond the control of the Administrator.
- If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or federal court. If it should happen that the Plan fiduciaries misuse the Plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a federal court. The court will decide who should pay the court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, if for example, it finds your claim is frivolous. If you have any questions about your Plan, you should contact the Trust Fund Office. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest Office of the Pension and Welfare Benefits Administration, U.S. Department of Labor, listed in your telephone directory, or the Division of Technical Assistance and Inquiries, Pension and Welfare Benefits Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

The Trustees reserve the right to amend, modify or discontinue all or part of this Plan whenever, in their judgement and in their sole and absolute discretion, conditions so warrant.

CHECKLIST OF THINGS YOU SHOULD DO

Let us know where you are.

You should keep the Trust Office informed of any change in your mailing address to ensure you receive all our communications. Our address and telephone number are:

Airconditioning and Refrigeration Industry
Defined Contribution Retirement Plan
747 Locust Street
Pasadena, California 91101
Telephone: (626) 584-6545
Fax: (626) 584-9447

If you are thinking about retiring . . .

Contact the Trust Office to get an application form. Get the information you need and file an application in plenty of time. You will need certified copies of certain documents such as a birth certificate or marriage certificate. The Trust Office will tell you what you need.

Keep your records.

The accuracy and completeness of the records of your work in covered employment is an important factor in determining the value of your Individual Account. You can protect yourself by checking your work records against the statements you receive from the Plan. Try to keep pay vouchers, payroll stubs and other evidence of your employment until you are sure you have been credited with that work. Please advise the Trust Office of any errors as soon as possible. The Trustees reserve the right to adjust the Plan's records if errors are discovered.

Designate a beneficiary.

For the protection of the person or persons you want to receive the Plan's death benefits, you should be sure that you have made your beneficiary designation known to the Trust Office. If your beneficiary should die or, for any other reason you want to change your choice, you should inform the Trust Office.

Remember: If you are married on the date of your death, your benefits are automatically paid to your spouse, if surviving, unless he or she has previously consented to an alternate beneficiary.

Any questions? Ask the Trust Office.

You should contact the Trust Office about any questions you have on the Plan or about any disagreement you may have concerning your records. Remember, only information in writing, signed on behalf of the Trustees, can be considered official.