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**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.**

**If you are in any doubt about the course of action to take, you should consult your stockbroker, solicitor, accountant or other professional advisor.**

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**iShares IV Public Limited Company**

*(Registered in Ireland as an umbrella type investment company with variable capital and having segregated liability between its funds)*

**NOTICE OF EXTRAORDINARY GENERAL MEETING**

**of**

**iShares Edge MSCI USA Multifactor UCITS ETF**

**ISINs: IE00BG13YZ23; IE00BZ0PKS76**

**(the "Sub-fund")**

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**If you have sold or transferred your shares in the Sub-funds please pass this document at once to the purchaser or transferee or to the stockbroker, bank or other agent through whom the sale or transfer was effected, for transmission to the purchaser or transferee as soon as possible.**

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**iShares IV public limited company**

**1st Floor, 2 Ballsbridge Park, Ballsbridge, Dublin 4, D04 YW83, Ireland | [www.ishares.com](http://www.ishares.com)**

iShares IV public limited company

Registered Office: 200 Capital Dock, 79 Sir John Rogerson's Quay, Dublin 2, D02 RK57, Ireland.

Registered in Ireland under registration number 472684.

Directors: William McKechnie (Chair); Ros O'Shea; Deirdre Somers; Padraig Kenny.

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**iSHARES IV PUBLIC LIMITED COMPANY**  
**(the "Company")**

**11 October 2024**

Dear Shareholder

**Extraordinary General Meeting**

Attached is the notice of an Extraordinary General Meeting of the Sub-fund to be held at **9.30 am** on **Tuesday 12 November 2024** (the "EGM") and a form of proxy.

As the Company uses the International Central Securities Depository (ICSD) model of settlement and Citivic Nominees Limited is the sole registered shareholder of shares in the Sub-fund under the ICSD settlement model, physical attendance of investors, who are not registered shareholders, does not take place at general meetings of the Sub-funds or of the Company and investors in the Sub-fund are encouraged to vote their shares via proxy and send voting instructions through the relevant ICSD or the relevant participant in an ICSD (such as a local central securities depository). If any investor has invested in the Sub-fund through a broker/dealer/other intermediary, the investor should contact this entity or its relevant proxy voting agent to provide voting instructions.

**Ordinary Resolution**

The Ordinary Resolution proposes to change the benchmark index of the Sub-fund, and therefore the investment objective and policy of the Sub-fund. Details of the proposed changes are set out below and, in the Appendix, hereto.

If the changes are approved by the shareholders in the Sub-fund at the EGM they will be effected on or around 26<sup>th</sup> November 2024, with the exact date to be announced through the regulatory news service on the London Stock Exchange website and to be published in an appropriate manner in each of the other jurisdictions in which the Sub-fund's shares are listed on a stock exchange (the "**Effective Date**").

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Existing Benchmark Index	Proposed New Benchmark Index
MSCI USA Diversified Multiple-Factor Index	STOXX US Equity Factor Screened

### Rationale for the benchmark index change

It is proposed to change the benchmark index of the Sub-fund from the MSCI USA Diversified Multiple-Factor Index (the “**Existing Benchmark Index**”) to the STOXX US Equity Factor Screened Index (the “**New Benchmark Index**”). The rationale for the change is that the Directors are of the view that the New Benchmark Index methodology represents a better proposition for investors seeking a multifactor index investment solution. The New Benchmark Index excludes issuers that are involved in controversial weapons, tobacco, thermal coal, unconventional oil & gas, weapons, military contracting and companies that are classified as engaging in severe controversial activity as described in Sustainalytics Global Standards Screening Assessment. The New Benchmark Index makes use of an optimisation process relative to its parent index, STOXX US (the “**Parent Index**”) which seeks to minimise ex ante tracking error and reduce the Greenhouse Gas intensity, relative to the Parent Index. As a result of this exclusionary criteria and optimisation process, it is expected that there will be some differences in the constituent securities and their weightings in the proposed New Benchmark Index compared with the Existing Benchmark Index. Further details regarding the New Benchmark Index (including its constituents) are available on the index provider’s website at <https://stoxx.com/all-indices/>.

If the change of the Sub-fund’s Existing Benchmark Index to the New Benchmark Index is approved, the Sub-fund will be classified as an Article 8 fund from the Effective Date for the purposes of the Regulation (EU) 2019/2088 of the European Parliament and of the Council of 27 November 2019 on sustainability-related disclosures in the financial services sector (SFDR). For further information on the New Benchmark Index please refer to the Appendix.

### Anticipated tracking error and risk profile

The anticipated tracking error and the risk profile of the Sub-fund are not expected to change following the transition to the New Benchmark Index. Key figures comparing the two benchmark indices are highlighted below but should not be construed as a guarantee of future performance.

	Existing Benchmark Index	Proposed New Benchmark Index
<b>Number of constituents in the index</b>	200	143

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<b>Anticipated Tracking Error</b>	Up to 0.200%	Up to 0.200%
<b>Synthetic Risk Reward Indicator</b>	6	6
<b>Summary Risk Indicator</b>	5	5

Data: number of constituents in the index as at 24 July 2024. Characteristics are subject to change.  
Sources: BlackRock

### Change of Sub-fund name

If the proposed change to the New Benchmark Index is approved by you, the name of the Sub-fund will change to the below name on or around the Effective Date.

<b>Existing Sub-Fund Name</b>	<b>Proposed Sub-Fund Name</b>
iShares Edge MSCI USA Multifactor UCITS ETF	iShares STOXX USA Equity Multifactor UCITS ETF

### Costs

BlackRock Asset Management Ireland Limited, as manager of the Company, will pay the costs of mailing shareholders, holding the EGM (and any adjournment thereof) and any additional operational costs (excluding realignment and portfolio restructuring costs) and legal costs related to the proposed changes that would otherwise have been incurred by the Sub-fund.

If the proposal is approved by shareholders in the Sub-fund, the initial costs of realignment and any portfolio restructuring costs to the Sub-fund associated with the change to the New Benchmark Index are estimated to be as follows:

<b>Proposed New Benchmark Index</b>	<b>Estimated Cost</b>
STOXX US Equity Factor Screened	19bps

### Recommendation

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The Directors believe that the resolution to be proposed at the EGM is in the best interests of shareholders of the Sub-fund as a whole and, accordingly, the Directors recommend that shareholders vote in favour of the resolution.

### **Publication of results**

The result of the EGM will be announced through the regulatory news service on the London Stock Exchange website and will be published in an appropriate manner in each of the other jurisdictions in which the Company is listed on a stock exchange. The results will also be available at [www.ishares.com](http://www.ishares.com) and by telephone on +44 (0) 845 357 7000 on the day following the EGM (or any adjournment thereof).

Yours faithfully



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**Chairman**

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## Appendix

**Proposed amendments to the Existing Benchmark Index and investment objective and policy of the Sub-fund, subject to any changes as may be approved by the Central Bank of Ireland, are highlighted below in bold, underlined text:**

Current Investment Objective and Benchmark Description	Proposed Investment Objective and Benchmark Description (changes in bold and underlined text)
<p><u>Investment Objective</u></p> <p>The investment objective of the Fund is to provide investors with a total return, taking into account both capital and income returns, which reflects the return of the MSCI USA Diversified Multiple-Factor Index.</p> <p><u>Investment Policy</u></p> <p>In order to achieve its investment objective, the investment policy of the Fund is to invest in a portfolio of equity securities that as far as possible and practicable consists of the component securities of the MSCI USA Diversified Multiple-Factor Index, the Fund's Benchmark Index. The Fund intends to use optimisation techniques in order to achieve a similar return to the Benchmark Index and it is therefore not expected that the Fund will hold each and every underlying constituent of the Benchmark Index at all times or hold them in the same proportion as their weightings in the Benchmark Index. The Fund may hold some securities which are not underlying constituents of the Benchmark Index where such securities provide similar performance (with matching risk profile) to certain securities that make up the Benchmark Index. However, from time to time the Fund may hold all constituents of the Benchmark Index.</p> <p>The Base Currency of iShares Edge MSCI USA Multifactor UCITS ETF is US Dollar (US\$).</p> <p><u>Benchmark Index</u></p> <p>The MSCI USA Diversified Multiple-Factor Index aims to reflect the performance characteristics of a subset of equity securities within the MSCI USA Index ("Parent</p>	<p><b><u>Investment Objective</u></b></p> <p>The investment objective of the Fund is to provide investors with a total return, taking into account both capital and income returns, which reflects the return of <b><u>STOXX US Equity Factor Screened</u></b>.</p> <p><b><u>Investment Policy</u></b></p> <p>In order to achieve its investment objective, the investment policy of the Fund is to invest in a portfolio of equity securities that as far as possible and practicable consists of the component securities of <b><u>STOXX US Equity Factor Screened</u></b>, the Fund's Benchmark Index. The Fund intends to use optimisation techniques in order to achieve a similar return to the Benchmark Index and it is therefore not expected that the Fund will hold each and every underlying constituent of the Benchmark Index at all times or hold them in the same proportion as their weightings in the Benchmark Index. The Fund may hold some securities which are not underlying constituents of the Benchmark Index where such securities provide similar performance (with matching risk profile) to certain securities that make up the Benchmark Index. However, from time to time the Fund may hold all constituents of the Benchmark Index.</p> <p>The Base Currency of <b><u>iShares STOXX USA Equity Multifactor UCITS ETF</u></b> is US Dollar (US\$).</p> <p><b><u>Benchmark Index</u></b></p> <p><b><u>STOXX US Equity Factor Screened</u></b> aims to reflect the performance characteristics of a subset of equity securities within <b><u>STOXX US</u></b> ("Parent Index") which are selected and weighted in order to maximise</p>

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Index") which are selected and weighted on account of their higher aggregate exposure to four 'style' factors compared to other securities within the Parent Index: Value, Momentum, Size and Quality.

Value: companies are assigned a sector relative score based on metrics aimed at assessing the cheapness or expensiveness of a company relative to others in the same sector.

Momentum: companies are assigned a momentum score based upon the stock price performance in the previous months relative to that of other companies in the universe. Companies with better performances receive a better score.

Size: companies are assigned a higher size score if they have a lower market capitalisation.

Quality: companies are assigned a sector relative score based on metrics aimed at demonstrating good quality characteristics such as the profitability of the company, the stability of its earnings and low levels of leverage/debt.

The constituents of the Benchmark Index are selected from the Parent Index using the MSCI Barra Global Equity Model (GEM LTL) (the "Model"). The Model applies an optimisation process to the constituents of the Parent Index to select constituents so as to maximise exposure to the four style factors while maintaining a total risk profile similar to that of the Parent Index. The optimisation process aims to weight constituents in the Benchmark Index with a higher overall score representative of the exposures to the four style factors. The Model is subject to certain risk diversification constraints, for example, minimum and maximum constituent, sector and country weights relative to the Parent Index and the anticipated volatility of the Benchmark Index may not exceed the anticipated volatility of the Parent Index. In addition, the Model ensures that the exposure to style factors other than the chosen four factors which are present in the Parent Index (e.g. volatility, growth and liquidity) are restricted in the Benchmark Index. Turnover in the

exposure to **five factors compared to other securities within the Parent Index: Momentum, Quality, Value, Low Volatility and Size.**

**Momentum: companies are assigned a score based on their performance in previous months against three momentum metrics: earnings announcement drift (stock price change following an earnings announcement), earnings momentum and price momentum.**

**Quality: companies are assigned a score based on metrics aimed at demonstrating good quality characteristics across areas such as profitability, dilution levels, change in net operating assets, science-based greenhouse gas reduction targets and carbon emissions.**

**Value: companies are assigned a score based on metrics aimed at assessing the premium or discount of a company and their financial strength to pay out dividends.**

**Low Volatility: companies are given a score based on the standard deviation of monthly total returns in local currency per annum.**

Size: companies are assigned a higher size score if they have a lower market capitalisation.

The constituents of the Benchmark Index are selected from the Parent Index using **Axioma Risk Model (the "Model")**. The Model applies an optimisation process to the constituents of the Parent Index to select constituents so as to maximise exposure to the five style factors. The optimisation process aims to weight constituents in the Benchmark Index with a higher overall score representative of the exposures to the five style factors. The Model is subject to certain risk diversification constraints, for example, minimum and maximum constituent, factors and country weights relative to the Parent Index and **the ex-ante tracking error as measured by the regional**

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Benchmark Index is also limited to 10% at each index review.

The Parent Index is designed to provide representation of large and mid capitalisation stocks of the equity market in the United States of America which comply with MSCI's size, liquidity, and free-float criteria. Companies are included in the Parent Index based on the proportion of their shares in issue that are available for purchase by international investors. Due to the four factors, explained above, being applied to the Benchmark Index, the Benchmark Index will comprise a smaller number of securities with different weightings compared to the Parent Index and will therefore have a different performance and risk profile to the Parent Index.

The Benchmark Index rebalances on a quarterly basis to apply the Model and take into account the deletions from the Parent Index. Further details regarding the Benchmark Index (including its constituents) and the Model are available on the index provider's website at <https://www.msci.com/products/indexes/licensing/constituents.html>.

**Axioma Risk Model. Turnover in the Benchmark Index is subject to a limit at each index review.**

**The Parent Index is designed to provide representation of large and mid capitalisation stocks of the equity market in the United States of America.** Companies are included in the Parent Index based on the proportion of their shares in issue that are available for purchase by international investors. Due to the five factors, explained above, being applied to the Benchmark Index, the Benchmark Index will comprise a smaller number of securities with different weightings compared to the Parent Index and will therefore have a different performance and risk profile to the Parent Index.

**In addition to the above, the Benchmark Index excludes companies based on ESG exclusionary criteria. The Benchmark Index excludes issuers from the Parent Index based on their involvement in the following business lines/activities (or related activities): controversial weapons, weapons (such as small arms and military contracting), tobacco, thermal coal, unconventional oil and gas (such as oil sands). The index provider defines what constitutes "involvement" in each restricted activity. This may be based on percentage of revenue, defined total revenue threshold, or any connection to a restricted activity regardless of the amount of revenue received. The Benchmark Index also excludes issuers based on ESG principles which measure each issuer's involvement in severe ESG controversies and how well they adhere to international norms and principles.**

**The Benchmark Index rebalances on a quarterly basis to apply the Model take into account the deletions from the Parent Index. Further details regarding the Benchmark Index (including its constituents) and the Model are available on the index provider's website at <https://stox.com/all-indices/>.**

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**ISHARES IV PUBLIC LIMITED COMPANY**  
**NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF**  
**iShares Edge MSCI USA Multifactor UCITS ETF**

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**If you are in any doubt about the course of action to take, you should consult your  
stockbroker, bank manager, solicitor, accountant or other professional advisor.**

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NOTICE is hereby given that an Extraordinary General Meeting (the "**EGM**") of the Shareholders of iShares Edge MSCI USA Multifactor UCITS ETF (the "**Sub-fund**") will be held at the offices of BlackRock, 1<sup>st</sup> Floor, 2 Ballsbridge Park, Ballsbridge, Dublin 4 on **Tuesday 12 November 2024 at 9.30am** (or any adjournment thereof) for the purposes of transacting the following business: To consider, and if thought fit, pass the following resolution as an ordinary resolution of the Sub-fund:

**Resolution**

1. "That the investment objectives and policies of iShares Edge MSCI USA Multifactor UCITS ETF, (the "**Sub-fund**") be changed to reflect the change of the benchmark index of the Sub-fund to STOXX US Equity Factor Screened."

By order of the Board



**Apex Group Corporate Administration Services Ireland Limited**

11 October 2024

Notes applicable to the EGM:

**Quorum**

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1. The required quorum at the EGM is one shareholder present in person or by proxy. If a quorum is not present within half an hour from the appointed time for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the following week at the same time and place. At the adjourned meeting, if a quorum is not present within half an hour from the time appointed for holding the meeting, then the meeting, if convened otherwise than by resolution of the Directors, shall be dissolved, but if the meeting shall have been convened by resolution of the Directors, any Member or Members present at the meeting shall be a quorum.

### **Entitlement to attend and vote**

2. Please note that you are only entitled to attend and vote at the EGM (or any adjournment thereof) if you are a registered shareholder. As sub-funds in the Company use the International Central Securities Depository (ICSD) model of settlement and Citivic Nominees Limited is the sole registered shareholder of shares in the sub-funds under the ICSD settlement model, investors in the Sub-fund should submit their voting instructions through the relevant ICSD or the relevant participant in an ICSD (such as a local central securities depository). If any investor has invested in the Sub-fund through a broker/dealer/other intermediary, the investor should contact this entity or its relevant proxy voting agent to provide voting instructions.
3. The Company specifies that only those members registered in the Register of Members of the Company at 6.00 pm on **Friday 8 November 2024** or, if the EGM is adjourned, at 6.00 pm on the day that is two days prior to the adjourned meeting (the "record date"), shall be entitled to attend, speak, ask questions and vote at the EGM, or if relevant, any adjournment thereof and may only vote in respect of the number of shares registered in their name at that time. Changes to the Register of Members after the record date shall be disregarded in determining the right of any person to attend and/or vote at the EGM or any adjournment thereof.
4. An affiliate of the Manager and Investment Manager ("BlackRock Treasury"), intends to vote a single share that it holds in the Sub-Fund in respect of the resolution(s) at this extraordinary general meeting. BlackRock Treasury will only vote its share in favour of a resolution that the Directors determines is in the best interest of the Sub-Fund as a whole. BlackRock Treasury will not vote its share in circumstances where (a) the outcome of the vote would have a direct financial benefit on the BlackRock Group, (b) a potential conflict of interest cannot be mitigated, and/or (c) BlackRock Treasury is in possession of material non-public information relating to the Sub-Fund.
5. At this meeting, the resolutions(s) will be decided on a poll and each share in the Sub-Fund being voted will carry one vote (see note 9 below). If any other investor validly votes its shares (see note 1 above), the single share voted by BlackRock Treasury will be capable of being outvoted. For example, if BlackRock Treasury votes a single share in favour of a resolution but another investor votes at least a single share against, the resolution will not be passed by BlackRock Treasury's vote by itself.

### **Appointment of proxies**

6. A form of proxy is enclosed with this Notice of the EGM for use by registered shareholders. As mentioned above, investors in the Sub-fund who are not registered shareholders should submit

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their voting instructions through the relevant ICSD or the relevant participant in an ICSD (such as a local central securities depository, broker or nominee), instead of using the form of proxy. To be effective, the form of proxy duly completed and executed, together with a copy of the power of attorney or other authority under which it is executed must be deposited by registered shareholders at the offices of the office of the Company Secretary, Apex Group Corporate Administration Services Ireland Limited, Block 5, Irish Life Centre, Abbey Street Lower, Dublin 1, Ireland, so as to be received no later than 24 hours before the time appointed for the EGM or any adjournment thereof or (in the case of a poll taken otherwise than at or on the same day as the EGM or adjourned EGM) at least 24 hours before the taking of the poll at which it is to be used. Any alteration to the form of proxy must be initialled by the person who signs it.

7. In addition to note 4 above and subject to the Articles of Association of the Company and provided it is received at least 24 hours before the time appointed for the holding of the EGM or any adjournment thereof or (in the case of a poll taken otherwise than at or on the same day as the EGM or adjourned EGM) at least 24 hours before the taking of the poll at which it is to be used, the appointment of a proxy may also be submitted electronically to [cosecfunds@apexgroup.com](mailto:cosecfunds@apexgroup.com) entering the company name.
8. Registered shareholders have several ways of exercising their votes; (a) by attending the EGM in person or (b) by appointing a proxy to vote on their behalf. In the case of joint holders, the vote of the senior who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the votes of the other registered holders and for this purpose seniority shall be determined by the order in which the names stand in the register of members in respect of the joint holding.

#### **Voting rights and total number of issued shares in the Sub-fund**

9. At the EGM, the resolution(s) put to the vote of the meeting shall be decided on a poll. On a poll every shareholder shall have one vote for every share of which he is the shareholder.
10. Where a poll is taken at an EGM any member, present or by proxy, holding more than one share is not obliged to cast all his/her votes in the same way.
11. Ordinary resolutions require to be passed by a simple majority of members voting in person or by proxy. Special resolutions require a majority of not less than 75% of votes cast by those who vote either in person or in proxy to be passed.
12. On any other business which may properly come before the EGM, or any adjournment thereof, and whether procedural or substantive in nature (including without limitation any motion to amend a resolution or adjourn the meeting) not specified in this Notice of EGM, the proxy will act at his/her discretion.

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(ISINs: IE00BG13YZ23; IE00BZ0PKS76)  
(the "Sub-fund")**

**FORM OF PROXY**

\*I/We \_\_\_\_\_

of \_\_\_\_\_

(See Note A) being a Shareholder of the Sub-fund hereby appoint the Chairman of the meeting (or failing him any one director of the Company or failing one of them any representative of Apex Group Corporate Administration Services Ireland Limited, Block 5, Irish Life Centre, Abbey Street Lower, Dublin 1, Ireland or any representative of BlackRock Asset Management Ireland Limited of 1<sup>st</sup> Floor, 2 Ballsbridge Park, Ballsbridge, Dublin 4, Ireland)

or\* \_\_\_\_\_ (see Note C) as \*my/our proxy to vote for \*me/us and on \*my/our behalf at the Extraordinary General Meeting of the Shareholders of the Sub-fund to be held at the offices of BlackRock, 1<sup>st</sup> Floor, 2 Ballsbridge Park, Ballsbridge, Dublin 4 on Tuesday 12 November at 9.30 am and at any adjournment thereof.

Please indicate with an "X" in the space below how you wish your votes to be cast in respect of the Resolution. If no specific direction as to voting is given the proxy will vote or abstain from voting at his discretion.

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RESOLUTION	FOR	AGAINST	ABSTAIN
That the investment objectives and policies of iShares Edge MSCI USA Multifactor UCITS ETF (the " <b>Sub-fund</b> ") be changed to reflect the change of the benchmark index of the Sub-fund to STOXX US Equity Factor Screened.			

\_\_\_\_\_  
Signed / For and on behalf of

**PLEASE PRINT YOUR NAME OR THE NAME OF THE CORPORATION YOU ARE EXECUTING THIS FORM ON BEHALF OF AND YOUR ADDRESS UNDERNEATH**

\_\_\_\_\_(Print Name)

\_\_\_\_\_(Print address)

\_\_\_\_\_  
\*Delete as appropriate

Notes:

- (a) A shareholder must insert his full name and registered address in type or block letters. In the case of joint accounts the names of all holders must be stated.
- (b) As the Sub-fund uses the International Central Securities Depository (ICSD) model of settlement and Citivic Nominees Limited is the sole registered shareholder of shares in the Sub-fund under the ICSD settlement model, investors in the Sub-fund should submit their voting instructions through the relevant ICSD or the relevant participant in an ICSD (such as a local central securities depository, broker or nominee) instead of submitting this Form of Proxy to the Company Secretary.
- (c) If you desire to appoint a proxy other than the Chairman of the meeting, a director of the Company or any representative of Apex Group Corporate Administration Services Ireland Limited as the Company Secretary, or any representative of BlackRock Asset Management

**iShares IV public limited company**  
**1st Floor, 2 Ballsbridge Park, Ballsbridge, Dublin 4, D04 YW83, Ireland | [www.ishares.com](http://www.ishares.com)**

iShares IV public limited company  
Registered Office: 200 Capital Dock, 79 Sir John Rogerson's Quay, Dublin 2, D02 RK57, Ireland.  
Registered in Ireland under registration number 472684.

Directors: William McKechnie (Chair); Ros O'Shea; Deirdre Somers; Pdraig Kenny.

iShares IV plc is an umbrella type open ended investment company with variable capital and having segregated liability between its funds.

Ireland Limited as the Manager then please insert his/her name and address in the space provided.

- (d) The Form of Proxy must:
  - (i) in the case of an individual shareholder be signed by the shareholder or his attorney; and
  - (ii) in the case of a corporate shareholder be given either under its common seal or signed on its behalf by an attorney or by a duly authorised officer of the corporate shareholder.
- (e) To be valid, the Form of Proxy must be received by the Company Secretary at Apex Group Corporate Administration Services Ireland Limited, Block 5, Irish Life Centre, Abbey Street Lower, Dublin 1, Ireland not less than 24 hours before the time appointed for the holding of the meeting. Citivic Nominees Limited may send their signed Form of Proxy by e-mail to [cosecfunds@apexgroup.com](mailto:cosecfunds@apexgroup.com). Any proxy form deposited less than 24 hours before the time of the meeting may only be treated as valid at the discretion of the Directors.
- (f) A proxy need not be a shareholder of the Sub-fund but must attend the meeting in person, or any adjourned meeting, to represent you.

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