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U.S. DEPT. OF LABOR
E.O. 12812/PUBLIC DISCLOSURE

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BURROUGHS & CHAPIN COMPANY, INC.
Family Values Since 1895

May 2, 2000

Top Hat Plans
Pension and Welfare Benefits Administration
Room N-5644
US Department of Labor
200 Constitution Avenue, NW
Washington, DC 20216

RE: Burroughs & Chapin Company, Inc. Non-Qualified Plans

Dear Sir or Madam:

Pursuant to the provisions of Department of Labor Regulation 29 C.F.R. §2520.104-23, this is to notify you that in 1999 the above named employer maintained a plan or plans primarily for the purpose of providing deferred compensation to a select group of management employees. As required by the above referenced regulation, we provide you with the following information:

- A. Name of the employer: Burroughs & Chapin Company Inc.
- B. Mailing address of the employer is: PO Box 2095, Myrtle Beach, SC 29578-2095
- C. Employer Identification Number: 57-0131550
- D. Declaration: The above named employer maintains a plan or plans primarily for the purpose of providing deferred compensation benefits for a select group of management or highly compensated employees.
- E. Number of Plans: 4 Approximate number of employees in those plans: 5

Plans include:

- 1. Performance Incentive Plan for the CEO,
- 2. Phantom Stock Plan for the CEO,
- 3. Supplemental Defined Benefit Pension Plan for the two top executives; and
- 4. Non-qualified Deferred Compensation Plan available to Directors, Officers and Highly Compensated Employees. Currently five employees and two board members are participating in the non-qualified deferred compensation plan.

Burroughs & Chapin Company, Inc. will provide a copy of each agreement to your office upon request.

Sincerely,

Mary E. Basden

Mary E. Basden
Vice President, Human Resources

cc: Anne Nissen, Benefits & Compensation Manager

Burroughs & Chapin Company, Inc.
EIN: 57-0131550

List of Non-Qualified Plans (Top Hat Plans)

1. Burroughs & Chapin Company Phantom Stock Plan
1999 Participant: Douglas P. Wendel
2. Burroughs & Chapin Company Inc. Supplemental Pension Plan
1999 Participants: Douglas P. Wendel
William F. Pritchard
3. Burroughs & Chapin Company Inc. Performance Incentive Plan
1999 Participant: Douglas P. Wendel
4. Burroughs & Chapin Company Inc. Nonqualified Deferred Compensation Plan
1999 Participants:
Employees:
Martin Bellamy
Randall Bosse
Richard Hair
William F. Pritchard
Douglas P. Wendel

Board Members:
Timothy Bryant
Clifford Roemer



BURROUGHS & CHAPIN COMPANY, INC.

Family Values Since 1895

2411 North Oak Street • Myrtle Beach, South Carolina 29577

CERTIFIED MAIL



7099 3400 0007 3580 8094

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