

**Summary of Material Modifications**  
for the  
**R.R. Donnelley Pension Plan – Puerto Rico**  
(Previously the Retirement Income Plan of Moore Business Forms de Puerto Rico, SA)  
Plan Number 001 of R. R. Donnelley de Puerto Rico, Corp. (FEIN 66-0228464)

June, 2014

Dear Plan Participant,

This letter is a Summary of Material Modifications (“SMM”) describing changes to the Summary Plan Description (“SPD”) previously distributed to you for the R.R. Donnelley Pension Plan – Puerto Rico, which was formerly named the Retirement Income Plan of Moore Business Forms de Puerto Rico, Corp. (the “Plan”) (Plan Number 001 of R.R. Donnelley de Puerto Rico, Corp.).

If you need another copy of the SPD, copies can be reviewed or obtained at the [www.rrdspdxpress.com](http://www.rrdspdxpress.com) website or by calling the RR Donnelley Benefits Center (“Benefits Center”) at 1-877-RRD-4BEN (1-877-773-4236). If you have any questions about the changes described in this summary, please call the Benefits Center. When calling the Benefits Center, you will need your password. Please note that this SMM does not discuss every change to the Plan but focuses on the material modifications that may affect participants.

**PART I: Recent Changes**

**Closing the Plan to New Participants, effective December 31, 2013**

The Plan has been recently amended to be closed to new participants effective December 31, 2013. Accordingly, each person who is not a participant in the Plan on December 31, 2013 will not be or become a participant in the Plan after December 31, 2013. Each person who is a participant in the Plan on December 31, 2013 and ceases to be a participant after that date will not become a participant after that date again.

To become a participant in the Plan, a person must be an eligible employee, as described in the SPD, attain age 21 and complete a 12-month period of employment beginning on his first day of employment or on any subsequent January 1 during which he is credited with 1,000 or more hours of service. An eligible employee becomes a participant in the Plan as of the first day of the month during which he satisfies both the age and employment requirements. If a person does not satisfy both requirements until after December 31, 2013, then the first day of the month during which he satisfies such requirements is January 1, 2014 or later, and therefore, pursuant to the recent amendment, the person will not be eligible to become a participant in the Plan (because any such entry date is later than December 31, 2013).

**Ceasing (Freezing) Benefit Accruals, effective December 31, 2013**

The Plan has been recently amended to cease benefit accruals as of December 31, 2013 for all participants. Accordingly, all periods of employment (and leaves of absence and other periods of absence from employment) after December 31, 2013 with R.R. Donnelley de Puerto Rico or any other member of the Donnelley Controlled Group of Companies (“subsequent periods of employment”) will not be considered when calculating benefit amounts under the Plan. Each

participant's accrued benefit as of December 31, 2013 under the Plan will not be increased for periods of employment or otherwise after December 31, 2013.

As a result, you will not receive any credit for years of benefit service or pensionable earnings, both as described in the SPD, for calendar years after 2013 when calculating your benefit amount under the Plan.

The recent amendment affects your benefit amount under the Plan if you are still employed. It does not affect the other terms of that benefit. For example, the amendment does not affect the available benefit commencement dates or forms of distribution upon a normal retirement, early retirement, deferred vested retirement or late retirement for benefits accrued as of December 31, 2013. As another example, periods of employment with R.R. Donnelley de Puerto Rico or any other member of the Donnelley Controlled Group of Companies after December 31, 2013 will continue to be considered for determining your years of vesting service to determine whether you are vested in (*i.e.*, are entitled to) your benefit amount if you do not remain employed up to your 65th birthday and if you are not vested due to any other circumstance. Information about vesting and how a participant's years of vesting service are calculated is included in the SPD.

## **PART II: Corresponding Changes to the SPD**

Any provision of the SPD provided to you that is inconsistent with the recent changes made by the amendments described above must be ignored as being no longer accurate or must be read in a manner consistent with the changes. For example:

- (1) Any provision in the SPD that explains or implies that a person may become a participant, or may again become a participant, in the Plan after December 31, 2013 should be ignored as inaccurate.
- (2) Any provision in the SPD that explains or implies that a person will continue to receive any credit for years of benefit service or pensionable earnings for calendar years after 2013 when calculating his benefit amount under the Plan should be ignored as inaccurate.