

## AR Outsourcing

Services regarding the share register

### Concentrate on what's important

Create some leeway for the central strategic tasks of investor relations. We relieve you from all administrative work and maintain the necessary IT infrastructure for this.

### Compilation, administration and maintenance of the shareholder data

The basis of each share register is compiling, maintaining and processing the shareholder master data. We manage the details of your shareholders, carry out posting and closing out and care for all the bank-related issues. Our services also include extensive reporting. We know which information is important for you and your company. The systematic evaluation of shareholder data is an important component of our services. You will be informed of relevant modifications to the shareholders automatically via Sharelog alert service.

### Consulting and support

Efficient and correct administration is one of the components of holistic share register management. Answering legal questions and professional shareholder monitoring are equally important and complex topics. We consult you and support you in these tasks. Therefore our range of services reaches from support at the IPO to demanding capital market transactions right through to implementing the employee share program.

Benefit from the following advantages:

- More leeway for strategic investor relationship management
- Profound professional know-how for share register management
- Release of share transactions by your «second signature»
- Comprehensive reporting
- Worldwide access to the share register
- Our software fulfils the legal and company specific requirements
- Data archiving which conforms to the revisions
- Sharelog is a swiss made software



swiss made  
software

## Infrastructure and safety

In our data center we use modern, high performance systems. Reliability and safety are our top priorities. We guarantee the safety of your data through backups and the use of external bank safes. The legal data protection regulations are adhered to without exception. Continuation of the share register is ensured even in the case of unforeseen events.

## Know-how and fairness

Make the most of our experience when choosing outsourcing that fits your requirements. A clear price structure and fair contractual conditions form the foundation of an efficient professional partnership and long-term, profitable outsourcing.

## A strong team

Trust, reliability and absolute discretion in share register management are as important to our employees as they are to you.

We offer:

- Management of shareholder data
- Posting and closing out
- Extensive reporting
- Communication with the banks
- Interface to SIX SIS (incl. AREG data)
- Capital market transactions
- Management of employee share plans