

## AGM Outsourcing

### Services for your annual general meeting

#### Professional process

The annual general meeting is a special discipline with strict legal specifications, fixed processes and special regulations. Our aim is to prepare each annual general meeting individually to the highest level. With our longstanding experience we ensure a formal, impeccable and reliable implementation.

#### Preparation of the annual general meeting

The preparation of the annual general meeting is closely linked with the share register. We will support you throughout the preparation:

- Assistance with the design of printed materials
- Preparation and sending of AGM invitations
- Processing replies
- Regular reporting about the state of registration
- Creating and sending off AGM admission tickets
- Preparation of powers of attorney and instructions for the voting representatives
- Regular consistency checks regarding the number of voting shares

Apart from the classic method using a paper form, there will also be an alternative using the Internet. Sharelog supports the following possibilities in the field of AGM preparation:

- Sending AGM documents by e-mail
- Online ordering of admission tickets
- Online authorisation of voting representatives with issuing of instructions
- Online change of address

Test access is available at [www.netvote.ch](http://www.netvote.ch)

#### Holding your annual general meeting

We will support you on the day of the annual general meeting:

- Supervision of AGM information desk
- Validation of AGM admission tickets
- Detailed index of participants
- Continuous evaluation of presence
- Quick investigation and projection of voting results

## Efficient voting procedures

Various voting procedures are possible: for example, by a show of hands or using a ballot paper, by barcode or by radio. The optimum voting process for your annual general meeting depends on many factors. We will explain the advantages and disadvantages of the individual voting processes regarding costs, benefits, image and time. Then we will use the best suited process in a reliable way.

Voting by radio places particularly high demands on technology. We have therefore entered into a partnership with proven specialists. The Swiss company DMI SA has developed an electronic, radio-based voting system. This guarantees the efficient, innovative and flexible output of the voting results within seconds. The DMI eQUORUM voting system has been used successfully at large annual general meetings for more than 15 years, including meetings held at BNP Paribas, Total and many other companies.