

YOUR CHECKLIST FOR THE SHARE REGISTER DIGITIZATION

We want to make it as easy as possible for you to digitalize your share register. We have therefore summarized all the necessary data in this checklist. This way you can quickly check whether you are ready for digitalization or whether you still need to take steps before the digitalization can take place. In this way, you save time in the digitalization process and ensure that there are no transmission errors.

CHECK NOW IF YOUR SHARE REGISTER IS READY FOR DIGITIZATION:

- ❑ **All names and addresses, in particular of beneficial owners are available without any gaps**
- ❑ **The respective voting rights per share are known and recorded**
- ❑ **All authorized representatives are recorded**
This also applies in particular to legal entities.
- ❑ **Existing proxies have been checked for current validity**
This way, you can be sure that you will not be slowed down by expired mandates during the input process.
- ❑ **The shareholder register is created separately from the share history**
We recommend creating a separate file or at least a separate spreadsheet for this purpose. If you still have a register on paper, then it is best to create a new digital list of shareholders including their addresses.
- ❑ **A clean separation of share and participation capital is in place**
- ❑ **All changes in ownership are recorded, including employee shares**
- ❑ **All share transfers to date have been documented in a legally clean form**
This includes all purchase agreements and, if applicable, declarations of assignment as well as subscription and preemption rights.
- ❑ **Former shareholders are crossed out in the share register**
It is important here that you do not delete them, but really only cross them out. The history must remain perfectly traceable at a later date.

Do you miss something? Our experts are always happy to help!

**YOU HAVE QUESTIONS ABOUT ONE OF THE POINTS OR
WANT TO TALK TO OUR SHARE EXPERTS?**

Then simply contact us under
+41 78 649 49 62 or sales@aequitec.ch

**ALL SET?
THEN DIGITIZE IT
NOW DIRECTLY:**

