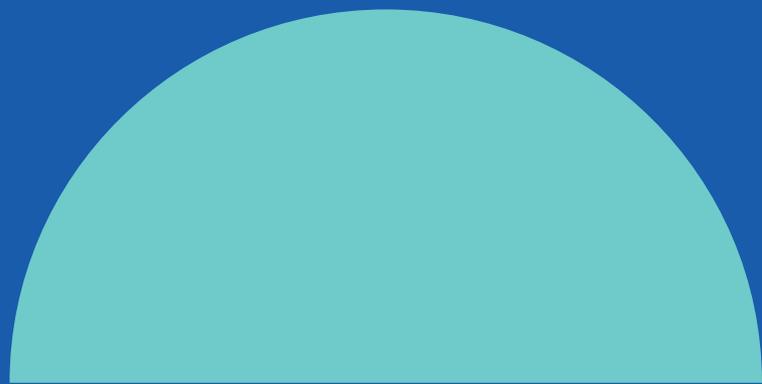




sharetrack[●]



Introduction

Time saving and peace of mind – share plans made easier

Administering employee share plans, share registers and similar arrangements can be a complicated and laborious activity. Traditionally, in-house plans have been managed using spreadsheets, often requiring duplication of effort and increasing the chance of mistakes.

Sharetrack is an advanced software solution which has evolved over 17 years to meet the administration requirements of any share plan and provide complementary support for related requirements. It is designed for use with administering plans and share registers in-house, for co-sourced scenarios and for use by third-party plan administrators.

Using Sharetrack will save you time and provide peace of mind. It enables you to meet the requirements of internal stakeholders with straight forward reporting and also to effectively engage with the wider participant population. It will reduce the risk of error and greatly assist in ensuring compliance. It also ensures that sensitive data is kept confidentially and securely, with access strictly on a 'need-to-know' basis.

Our clients have a wide and varied range of share, cash and unit-based arrangements. Sharetrack has been designed to be extremely flexible, dealing with both simple and complex plans, and catering for any requirements we could imagine (and a few that we didn't) So you can be confident that our solution will evolve to meet your changing circumstances.

About Sharetrack

Sharetrack is a flexible, secure, tried-and-tested software solution. It makes share plan administration simpler and more efficient

When designing Sharetrack, our overriding aim was to enable you to manage your share plan arrangements with relative ease and peace of mind. Powerful and flexible, yet intuitive and easy to use, the integrity and security of your information is maintained at all times.

Sharetrack was first launched in 2002 and has evolved into a comprehensive solution for the management of share plans, share registers and other forms of employee incentive arrangements. Designed and built by professionals with over 150 years of relevant experience, the system is used by over 50 organisations ranging from FTSE 100 groups and multi-national financial institutions to smaller listed and private companies.

The latest release has built on the core record keeping and reporting capabilities of previous versions, adding a range of highly flexible and extensible features. These enable the system to be configured to meet an extremely wide range of individual client circumstances without expensive bespoke development.

An example of this is a sophisticated and highly presentable employee portal, designed to allow you to determine what information is shown and how it is displayed. Another example is the use of customisable workflows for management of routine processes. Sharetrack builds your processes into the system, enabling you to effectively manage the processes in an efficient and controlled manner, saving time and reducing risk.

Key Features and Benefits

A comprehensive range of features to administer share plans more easily and efficiently, reduce risk and meet stakeholder requirements

Key features and benefits of the Sharetrack back-office administration system include:



Out of the box support for almost all discretionary and all-employee share plans



Integrated share registers and vested share accounts



Flexible and feature-rich workflow process management features, seamlessly integrating your processes into the software



Highly presentable and branded employee portal, improving employee experience and engagement



EBT record-keeping, tracking headroom and dilution limits



Prepare HMRC returns at the press of a button, ensuring compliance with reduced effort and risk



IFRS 2, deferred tax and financial statements disclosures, saving time and eliminating complex spreadsheets



Comprehensive and flexible reports and document production, providing detailed information in the required format and on demand



Information stored in a secure, logical and organised manner, everything available from a single location

An employee portal gives participants real-time access to their information and effectively manages interaction with administrators

Simple and modern design, adapted to adhere to your brand guidelines

Viewable 24/7/365 on PC, tablet and mobile

Provides employees with details of their current holdings and a full transaction history

Enables submission of structured requests such as vesting or withdrawal instructions

Support for online enrolment and award acceptance

Provides a secure medium to communicate with the administration team

Highly secure, incorporating Single Sign On (SSO) and mixed authentication options



Modules

With a comprehensive set of optional modules, Sharetrack is configurable for a wide range of requirements

Sharetrack is a modular system, providing the building blocks that allows the system to be configured to your requirements. Modules include:

Core system

The core system provides the basic infrastructure on which the rest of the system is built. This includes a comprehensive participant database, participant and user tasks, messaging, reporting and document production features. Also included are workflow management features for standard processes such as leaver and performance condition processing.

Award plans

This module enables typical discretionary share plans to be managed, including LTIP's, deferred bonus plans, co-investment plans, CSOPs and EMI plans. Sharetrack can also support other standard and non-standard plan types, including cash plans, linked loan plans and other unit-based arrangements.

Share Incentive Plans (SIPs)

Sharetrack provides comprehensive support for SIPs, including partnership, matching, free and dividend elements. Contributions are tracked and share purchases and matching awards are calculated. Tax limits and rules are enforced, and monthly/year end reporting makes HMRC submissions straight forward.

Share register

This module enables companies to maintain full share registers or partial registers (e.g. a corporate nominee facility) for one or more share classes or financial instruments. The module provides full transactional support for share register activity, the preparation of share certificates and processing of cash dividends and dividend reinvestment arrangements in multiple currencies.

Loan register

A comprehensive loan register is available, enabling loans in multiple currencies and from multiple entities to be recorded and interest calculations performed. Both stand-alone loans and those connected with share arrangements are supported.

Financial reporting

Sharetrack can quickly perform full calculations of the accounting charge and deferred tax position in accordance with IFRS 2/IAS 12, and National Insurance (or equivalent) accrual calculations can also be automatically prepared. Detailed reports of these calculations are available on demand, together with other financial statements disclosures such as weighted average exercise price schedules.

Employee portal

A client-branded, flexible and highly-presentable portal enables employees, shareholders and other stakeholders to access their individual records, send and receive messages, complete tasks and submit requests directly to the administration team via the system. The portal is extremely flexible and capable of supporting all types of share plan and arrangements with minimal customisation, supplemented by additional bespoke development where needed.

Advanced workflows

Unique to Sharetrack is a highly flexible and configurable, workflow management module which enables any routine administrative process to be reflected in the software. This feature streamlines defined processes, automating calculations and document generation, improving efficiency. It assists with enforcing controls, reducing the risk of error, and promotes collaboration between multiple stakeholders in the process.

Directors' interests

Sharetrack includes a dedicated directors' interests module that can operate stand-alone or can integrate with other plan and share records held in the system. Annual interest certificates and attestations can be presented in hard copy or online via a portal. Financial statements extracts can be quickly and easily prepared from information held in the system.

Share ownership requirements

Sharetrack can record and manage the share ownership requirements of directors, with the ability to include/exclude plan types and a connected person's holdings from the calculations. Comprehensive reporting is available to help companies monitor whether directors are meeting required holding levels, and individuals can see details of their current holdings and target position via the portal.

Multi-client administration

Designed for third-party administrators, Sharetrack supports the management of multiple clients within a single instance of the system, enabling the switching between clients with ease. Together with a range of other cross-client monitoring and reporting features, Sharetrack is an ideal platform for administering share plans and other share arrangements on a fully out-sourced or co-sourced basis.

To see Sharetrack in action, contact us on +44 (0) 20 7001 0600 or email enquiries@cytecsolutions.com

