

YOUR CHECKLIST FOR SHAREHOLDER MEETING DIGITIZATION



We want to make it as easy as possible for you to prepare, execute and wrap up your meeting. 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 can save time in the whole process and ensure that everything is legally compliant.

CHECK NOW IF YOUR SHAREHOLDER MEETING IS READY FOR DIGITIZATION:

- All shareholders with voting rights are known and recorded in the share book or share register.**
- The respective voting rights per share are known and recorded.**
- All authorized representatives are recorded.**
- 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 Shareholder meeting.
- For a virtual Shareholder meeting, your Articles of Association must be adapted.**
In contrast to a virtual Shareholder meeting, the execution of a hybrid meeting does not require any adaption of the Articles of Incorporation.
- Conducting board meeting deciding on Shareholder meeting date.**
- Creating voting item list and invitation letter**
The voting items can be set up directly in the Aequitec application. Investors can then vote on them live via a web app.
- Appointing notary if necessary.**
- Closing share register (“record date”)**
Establishing a record date is necessary to determine who exactly the company’s shareholders are on that date.
- Sending out documents to shareholders 21 days before Shareholder meeting.**
It is important that invitations are sent out to shareholders early enough to comply with the law.

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

**YOU HAVE QUESTIONS REGARDING ONE OF THE ASPECTS ABOVE
OR WANT TO TALK TO OUR MEETING EXPERTS?**

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

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

