

# YOUR CHECKLIST FOR SHARE TRANSFER DIGITIZATION

We want to make it as easy as possible for you to digitalize the execution of your share transfer. 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 YOU ARE READY FOR A DIGITAL SHARE TRANSFER:

- All names, addresses and beneficial owners are available without any gaps.**
- The respective voting rights per share are known and recorded.**
- All authorized representatives are recorded.**
- 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 sales and purchase agreements and, if applicable, declarations of assignment as well as subscription and pre-emption rights waivers.
- Former shareholders are crossed out in the share register.**  
It is important here that you do not delete them, but only cross them out. The history must always remain perfectly traceable.
- Do you have a board resolution?**  
Most articles of association determine that registered shares may only be transferred with the consent of the company. An approval resolution of the Board of Directors is required for this.
- Reporting of beneficial owners necessary?**  
A beneficial owner is defined as a person who holds more than 25% of the capital shares or voting rights.

**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 EXPERTS?**

Then simply contact us under  
+41 78 649 49 62 or [sales@aequitec.ch](mailto:sales@aequitec.ch)

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

