



COMPENSATION AND BENEFITS PRACTICE

Stock Plan Administration Services

Stock incentive compensation represents a significant investment for many organizations. The challenge for human resources professionals is to develop processes and systems that support and advance the organization's strategic plans, use financial resources efficiently, minimize risk of errors and corrections and deliver a first-class experience to its employees. Doing this ensures the perceived value of stock awards equals or exceeds the cost to the company.

ALVAREZ & MARSAL COMPENSATION AND BENEFITS (CAB) SERVICES

A&M CAB will work with you to optimize your organization's stock plan administration function to provide a first-class experience for internal stakeholders and participants. Our services reduce the administrative burden on your team, as well as reduce the risk of errors and need for corrections related to your stock incentive compensation program. With a portfolio of compensation and stock specific advisory services, we can help you achieve measurable, improved results.

With our full-service stock plan administration capabilities, A&M CAB will customize our services to meet your needs. We can provide everything from targeted consulting on specific projects to partial or full outsourcing of the entire stock plan administration function.

Our **comprehensive range of services** include:



Platform Identification and Evaluation

- Third-party administration platform identification and procurement advisory services, including:
 - o Request for proposal design and drafting
 - o Vendor selection assistance
 - o Facilitating finalist presentations
 - o Evaluation scorecard development
 - o Vendor response evaluation and finalist selection
 - o Vendor contrasting assistance



Transition Assistance

- Platform implementation assistance, including:
 - o Implementation project management
 - o Data migration
 - o Employee communications and rollout
 - o System set up
 - o Parallel testing



Administrative Support

- Internal process review, improvement, and documentation
- Targeted process/task co-sourcing
- Partial or full outsourcing of the administrative function
- Employee communications and stakeholder interactions



Reporting

- Securities and Exchange Commission (SEC) disclosure reporting, including:
 - o Forms 3, 4, and 5 reporting
 - o Beneficial ownership tracking and reconciliation
 - o Amendment assistance
 - o SEC code and account setup



Finance, Accounting and Tax Support

- Financial and accounting reporting assistance (including integration of existing” work-arounds”, quarterly accounting reviews, deferred tax asset maintenance and reconciliation, etc.) and;
- Other advisory services covering complex, technical issues such as award modifications, international equity, and recharge agreements, Internal Revenue Code section 162(m) limitations, market conditions and other non-standard awards and forfeiture rates.



Long-term Incentive (LTI) Plan and Program Design

- Plan and feature design advisory services, including:
 - o Vehicle alternatives
 - o Ownership guidelines
 - o Performance metrics and ESG
 - o Governance policy and procedures development
 - o Market benchmarking



A&M OBJECTIVE

Our goal is to ensure that all your stock plan administrative needs are met with one service provider that can provide expertise across the entire spectrum of disciplines implicated in an equity administration function while mitigating risk. Our services can help turn your organization’s stock plan administration function into a best-in-class experience for your internal stakeholders and employee participants.

For more information:

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ABOUT ALVAREZ & MARSAL

Companies, investors, and government entities around the world turn to Alvarez & Marsal (A&M) for leadership, action and results. Privately held since its founding in 1983, A&M is a leading global professional services firm that provides advisory, business performance improvement and turnaround management services. When conventional approaches are not enough to create transformation and drive change, clients seek our deep expertise and ability to deliver practical solutions to their unique problems.

With over 10,000 people providing services across six continents, we deliver tangible results for corporates, boards, private equity firms, law firms and government agencies facing complex challenges. Our senior leaders, and their teams, leverage A&M’s restructuring heritage to help companies act decisively, catapult growth and accelerate results. We are experienced operators, world-class consultants, former regulators and industry authorities with a shared commitment to telling clients what’s really needed for turning change into a strategic business asset, managing risk and unlocking value at every stage of growth.

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