

# ISSUER SERVICES

As a leading registrar for companies listed on Euronext Paris, and a major player in the bond markets, CACEIS provides bespoke solutions tailored to your needs and those of your investors and employees.

## CHALLENGES AND OPPORTUNITIES

In a constantly changing regulatory environment and faced with a whole host of shareholding structures (retail shareholders, institutional investors, employee shareholders), securities issuers seek a bespoke service.

CACEIS provides a high quality service which involves handling all your operations according to your needs and constraints. We have a long-term commitment to the business and put in place the resources necessary to develop and improve our service offer.

## SECURITIES AND FINANCIAL SERVICES

REGARDLESS OF THE TYPE OF FINANCIAL INSTRUMENT ISSUED (SHARES, WARRANTS, ETC.), CACEIS MANAGES YOUR REGISTERED SHAREHOLDERS AND OFFERS YOU THE FOLLOWING SERVICES

- Monitoring of your capital, or your issue, in conjunction with market operators (Euroclear, Euronext and financial intermediaries)
- Legal, regulatory and technical assistance for managing events affecting your capital
- Management of the register of investors, whether in directly registered or administered form
- Account-keeping/custody services for directly registered shareholders
- Tax treatment
- Assistance to your registered shareholders via the Investor Relations Department
- Monitoring of the operations of permanent insiders
- Centralisation of financial services (dividend payments to financial intermediaries)
- Technical set-up of corporate actions
- Management of relationships with financial intermediaries
- Reception of subscriptions
- Creation and delivery of securities

## A PERSONALISED SERVICE

CACEIS puts its know-how and expertise at your disposal to assist you in structuring and managing your operations. You have a single contact person who acts as your link to our teams of experts. These teams provide you with personalised services tailored to your needs.

CACEIS also constantly upgrades its websites dedicated to each client category: issuers and shareholders/employees.

## GENERAL MEETINGS

CACEIS OFFERS A TAILORED RANGE OF SERVICES, SUITABLE FOR ANY GENERAL MEETING AND ANY TYPE OF ISSUER SUCH AS LISTED COMPANIES, PROPERTY INVESTMENT FUNDS AND REAL ESTATE INVESTMENT COMPANY

- Managing legal notices and convening notices sent to registered shareholders or members electronically or by post
- Collecting e-consents, organising e-convening notices and online voting
- Managing replies and monitoring quorums
- Welcoming shareholders and collecting votes on the day of the meeting using various solutions, such as secure electronic boxes
- OLIS Issuer website to monitor your premeeting quorum and voting reports
- OLIS Shareholder website for your shareholders: subscribing to e-convening notices and logging on to the voting website

## FIXED INCOME PRODUCTS



THANKS TO ITS RECOGNISED EXPERTISE IN THE MANAGEMENT OF ALL KINDS OF BOND ISSUES, CACEIS CAN PROVIDE YOU WITH THE FOLLOWING SERVICES

- Convertible or exchangeable bond, stand-alone bond or EMTN issues
- Centralising the settlement/delivery of the bond issue
- Calculation agent, covenant compliance certification monitoring services, paying agent and registrar
- NEU CP (Negotiable European Commercial Paper)
- Technical assistance for set-up and centralisation of your operations (early amortisation, exchange, conversion)
- Processing of registry operations, creation and listing of new securities
- Delivery of securities to subscribers

## EMPLOYEE SHARE OWNERSHIP



CACEIS PROVIDES BESPOKE SOLUTIONS FOR THE MANAGEMENT OF YOUR EMPLOYEE SHAREHOLDING SCHEMES, FROM THE CENTRALISATION OF OFFERS RESERVED FOR EMPLOYEES TO THE MANAGEMENT OF FREE SHARE AWARD AND STOCK OPTION PLANS

### The centralisation of offers reserved for employees

- A comprehensive range of services covering technical assistance for the structuring of the operations and collection of subscription orders, up to the implementation of the capital increase
- OLIS Capital, a secure, customisable website dedicated to collection of subscription orders

### The management of stock option plans, founders' share subscription warrants (BSPCE) plans and free share award schemes

- Account-keeping for shares, rights, warrants and options awarded to your employees, management of tax aspects and multichannel assistance
- Reports
- OLIS HR website to view and update employee information (withdrawal of rights, mobility, tax matters, etc.) and validate options exercise requests
- OLIS Shareholder website and OLIS Mobile Shares app made available to your employees so they can consult the assets and transmit instructions (e.g. accept a plan online, exercise stock options, etc.)

### Share account-keeping services as part of company savings plans (*Plans d'Epargne Entreprise - PEE*)

- Account-keeping/custody services for directly registered employee shares
- Relationship with the plan's employee savings management company
- Reports, tax assistance

### LEADING TECHNOLOGY

All our services run on cutting-edge, industry-leading technology, which we have rolled out across our global network of companies. In doing so, we ensure clients receive the same high standard of servicing across all CACEIS locations.

### RELATIONSHIP MANAGEMENT

Experience shows that no two clients are alike, which is why we are devoted to understanding each business and every objective. Building a close business relationship and customising our services to the needs of each client ensures a close strategic fit between your company and our services.

### ASSET PROTECTION

Asset protection is a key concept that underpins our entire business philosophy, and is upheld through rigorous controls and ongoing monitoring of all types of risk. And by working with CACEIS, you know you are backed by one of the world's most solid banks, Crédit Agricole.

### REGULATIONS AND BEST PRACTICES

The close cooperation between all our entities ensures that best practices and information on local and international regulatory developments are spread throughout CACEIS, so every client benefits from our combined knowledge and skills, no matter where they operate.



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