

## REDUCE COSTS AND IMPROVE SERVICE DELIVERY

### SHARE AND OPTION PLAN ADMINISTRATION

#### Our Offerings

- Global share purchase and share option plan administration
- Long-term incentive and performance share plan administration
- Share Incentive Plan administration
- Savings-related share option plan administration

#### The complexity of plan management

Administering an organisation's share and option plans is a complex and time-consuming activity with many demands. It requires a high degree of expertise to control costs and maintain quality, whilst engaging and motivating employees to enhance corporate performance. If outsourcing, an organisation should entrust the administration of its share plans to a specialist.

#### An outsourcing provider that delivers results

ExcellerateHRO's dedicated specialists understand how to successfully launch and administer share and option plans. Importantly, we add value based on our perspective as a pure administration provider, as we are not offering these services to generate broker commission or as part of a registrar service.

We provide quality processes, sophisticated reporting tools and administration systems that can easily adapt to our clients' specific requirements. Our service can help reduce administration costs and improve service delivery to plan participants, engaging participants more effectively and increasing their satisfaction. The result is a superior administration service and a superb employee experience, all at a competitive price.

Our clients also benefit, as valuable resources are freed up to focus on other important issues. We work closely with each client to successfully launch the client's share plans (many of which have their own unique requirements) or if appropriate, to ensure the seamless transfer of existing share and option plans to ExcellerateHRO.

#### Key services

- Calculation of appropriations, grants, scaling down and share allocations
- Management of exercises, sales, transfers and tracking ex-patriot mobility
- Preparation of regulatory, management and accounting reports
- On-shore and off-shore trustee services
- Client-focused, multilingual contact centre
- User-friendly Web access for the company and participants to view share and option plan information and carry out transactions
- Centralised production on-site of participant statements and plan correspondence in our client's preferred style and format
- Plus, administration services for pensions and flexible benefit plans

# ExcellerateHRO

The HRO business of EDS, an HP company

## FAST FACTS

- ExcellerateHRO has more than 15 years experience managing share and option plans in the UK and globally.
- ExcellerateHRO is the HR outsourcing business of EDS, an HP company.
- We serve more than 350 clients globally.
- ExcellerateHRO services more than 1 million share and option plan participant records.
- We currently provide global share and option plan services for 35 clients with employees in more than 90 countries.

## Why choose ExcellerateHRO?

ExcellerateHRO is one of the largest providers of Benefits Administration services in the UK. We are committed to the share plan market and will support our clients for the long term, refining our services as their needs evolve. Our strengths in the following areas enable us to provide a superior service at a competitive price:

**Partnership approach** – We work with clients in a consultative way to understand their business and specific requirements, to identify the best way forward and then to work in partnership to achieve their objectives. In essence, we want to be perceived as an extension of our client's organisation.

**Experienced people** – We aim to build long-term relationships with our clients, providing each client with an experienced senior point of contact and a highly trained dedicated team of administration specialists (many who have been with us for more than five years). Their expertise ensures the smooth operation of your share and option plan administration.

**Quality processes** – Our focus on quality is the driving force behind our services. Our quality assurance processes are registered and accredited under ISO 9001:2000 and are supplemented by service standards that are agreed upon with each client. This ensures a documented and consistent approach that is critical to us providing efficient and effective administration services.

**Proven technology** – We offer sophisticated technology tools to support our share and option plan administration services. Our proprietary software gives us ownership of the systems required to meet your share and option plan needs. Our Web-enabled administration systems are supported by a secure access network through our Internet service provider.

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