

Stock & Option Solutions

The SOS-TEAM Approach

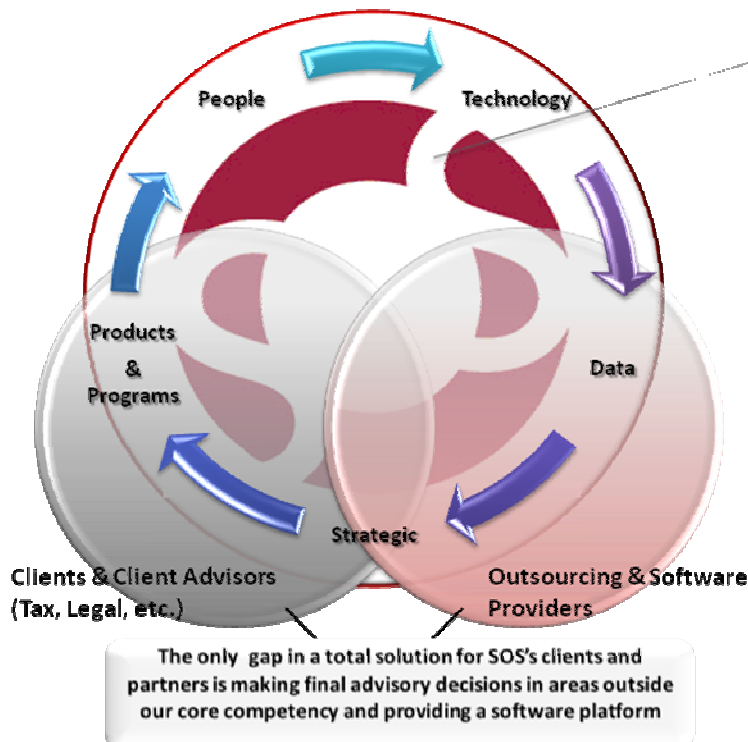
TEAM (**T**OTAL **E**QUITY **A**DMINISTRATION & **M**ANAGEMENT)

TEAM provides the newest approach for companies who want to outsource some or all of the management of their equity plans while retaining direct access to all of their equity data.

The SOS-TEAM approach allows our equity compensation experts to manage every aspect of our client's equity compensation administration requirements, whether they retain the data in-house, or have it outsourced. We begin by using the already established SOX compliant processes and our best practices approach to managing equity data. We maintain all facets of the equity programs, including employee transactions, broker assisted services, transfer agent requests, end-to-end purchase processing, financial and ad-hoc requests and/or reports, policy and procedure enhancements and SOX documentation updates, while our clients maintain direct access to their equity data, with software that they choose.

the SOS **TEAM** Solution

Total Equity Administration & Management



Stock & Option Solutions can perform all tasks for our clients and partners that encompass the equity administration function as well as peripheral tasks in other departments

Daily Equity Plan Administration

Financial Reporting & Reconciliation

Best Practices & Procedures

Technology/IT Solutions

Management of Special Project / Events

The Core Service components of TEAM include:

1. Daily Equity Plan Administration & Management
 - a. Maintaining data integrity
 - b. Transaction processing
 - c. Participant and internal partner report generation
 - d. Participant customer service
 - e. Managing special projects/events
2. Routine Financial Reporting
 - a. SEC Report Filing assistance
 - b. FAS123R Expense generation and reconciliation
 - c. Monthly, Quarterly, Year-end Reporting (Payroll, Finance, Tax)
 - d. Year-end Tax Reporting Requirements
 - e. Proxy Reporting assistance
3. Best Practices/Processes
 - a. Industry best practices for streamlined transactional processing
 - b. Company SOX requirements via industry best practices
 - c. Management of equity plans through integration with HR, Payroll, Legal, Tax, Accounting, and other departments

The TEAM Advantage

What makes our service unique and qualifies us as the most innovative approach to equity administration & management is that when our clients sign up for TEAM, they lock into access to the entire SOS network of subject matter experts and equity consultants to call upon when the need arises:

- Strategic and Plan Guidance
- International Administration and Compliance
- Equity Accounting and Reconciliation
- Technology Solutions (Web solutions, data audits and feeds, conversion and M&A integrations)
- Regulatory & Compliance Updates
- Management of Special Projects / Events

As always, we provide the expertise required to keep your company on the cutting edge of industry and regulatory changes. When special projects surface, our clients' programs are already integrated into the SOS network, allowing a seamless connection to the knowledge needed, while also being locked into a predetermined and discounted pricing structure to ensure that budgets are met, and goals are achieved.

For more information on your company can benefit from the SOS-TEAM approach, please contact team-info@sos-team.com or call Toll Free: 888 SOS-0199 (888 767-0199)