

Service Offering: What Is It?

SOS offers specialized services for companies going through the Initial Public Offering (IPO) experience. These services generally include the following:

Audit/Reconciliation of Records and Software:

- Board of Directors minutes, grants, grant agreements
- Exercises and repurchases
- Personnel data, terminations
- Fair market values
- Ongoing audit/reconciliation procedures

Employee Stock Purchase Plan:

- Plan design and documentation
- Database set-up
- Employee communications
- Initial enrollment, ongoing enrollments/changes/withdrawals
- Payroll interface set-up
- Disposition reporting
- Ongoing audit/reconciliation procedures

Section 16 Policies and Procedures:

- Initial communications
- Database set-up
- Form preparation and filing process set-up

Transfer Agent Setup:

- Transfer agent selection, implementation, account set-up
- Ongoing audit/reconciliation procedures

Broker Setup:

- Broker selection and implementation
- Employee communications, account set-up
- Transaction processing and settlement
- Ongoing audit/reconciliation procedures

Employee Communications:

- Written policies and procedures, FAQs, forms
- In-person presentations
- New hire orientations
- Employee Intranet
- Standardized documentation (new offer letters, grant agreement packages, exercise confirmations, year-end tax statements, Section 6039 statements)

Reporting:

- Accounting/finance, HR, payroll

Stock Admin Policies and Procedures:

- New grants, changes, personnel updates, broker/payroll/transfer agent interfaces, transaction processing, reporting
 - ESPP enrollments, contributions, purchase processing, disposition reporting
 - Administrator Handbook
 - Training for ongoing administration
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Regulatory Filing Assistance:

- Preparation of audited stock-related data for inclusion in regulatory filings (ASC 718 valuation, 10-Q, 10-K, proxy)
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Lockup Agreements and Expiration Coordination:

- Distribution, collection, and tracking of lockup agreements prior to IPO
 - Preparation for lockup expiration
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Post-IPO Certificate Exchange Process:

- Letter of transmittal
 - Certificate collection and reissuance (if applicable)
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Misc. Services:

- Rule 144 and 701 clearance procedures (in conjunction with transfer agent, legal counsel, and broker)
- Assist with friends-and-family and/or direct purchase programs