

# completing the **solution**

For over ten years, Stock & Option Solutions, Inc. (SOS) has been *THE* trusted name for stock plan expertise. Hundreds of clients have leveraged the SOS team to navigate the complexities of equity plan administration and their specific situations. The combination of our integrity, customer focus, industry credibility and overall expertise in virtually all aspects related to equity compensation make us a trusted partner for today's stock plan challenges.



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## the SOS difference

- Experienced source of comprehensive system and system interfacing expertise
- Proactive, team-based approach with the largest nationwide team of equity plan consultants
- Customized guidance based on your specific needs and particular environment
- Our solutions are established and delivered by leveraging our large network of Certified Equity Professionals, clients, industry friends and partners
- Unsurpassed breadth and depth of knowledge
- Real-life, hands-on stock administration experience
- Continued dedication in driving best practices in the industry
- Over 500 clients in ten years of business and by far the largest team of equity plan consultants
- Consultants located throughout the United States (based in over 20 states)
- More CEPs than any other equity compensation consulting firm
- A trusted independent source for conversions and custom system interface expertise
- Specialized teams working together with one goal: *completing the solution*
- While SOS offers a broad range of equity compensation services and expertise, see a detailed list and description of SOS Solutions on back (page 2)





**SOS**  
People/  
Staffing



**SOS**  
Consulting/  
Projects



**SOS**  
Outsourcing/  
Total Admin

Service Category	Description	Specific Services/Products
1. Internal Analysis/Guidance	Assist client in analyzing their current environments/processes, equity plans and general administration structure.	<ol style="list-style-type: none"> <li>1. Policies and Procedures Documentation</li> <li>2. Process Analysis and Recommendations</li> <li>3. Administration Evaluation</li> <li>4. Resource Library Documentation</li> <li>5. Benchmarking/Surveys</li> </ol>
2. Training, Employee/Corporate	We offer a many levels of training services for corporate management and/or employees directly.	<ol style="list-style-type: none"> <li>1. Employee/Corporate Education</li> <li>2. CEP Support/Training</li> <li>3. Stock Administration Guidebook, Templates</li> </ol>
3. Global Stock Plan Consulting	We assist our clients with many international challenges and consideration around their stock plan programs	<ol style="list-style-type: none"> <li>1. Feasibility Analysis &amp; Recommendations by Country</li> <li>2. Implementation &amp; Education by Country</li> <li>3. Global Administrative Assessment</li> <li>4. Specialized Tax Reporting tools and solutions</li> </ol>
4. Data Analysis	We have tools that automatically audit databases for missing data, discrepancies and inconsistencies.	<ol style="list-style-type: none"> <li>1. Database Audit Program</li> <li>2. Database Audit Program results review</li> <li>3. Database clean-up</li> </ol>
5. Technology & Data	We have tools that automatically audit data, convert data from one platform to another and/or extract specific points of data to help with a larger project scope. We also have products that assist in interfacing systems between various platforms, HRIS systems and brokers. In addition, we have other products/programs including SOS Email Xpress, SOS OLGA, and an Option Exchange Website.	<ol style="list-style-type: none"> <li>1. System Migration/Upgrade</li> <li>2. Custom Reporting (Including Crystal Reports)</li> <li>3. Vesting Adjustment Program</li> <li>4. Data Splitting (vesting)</li> <li>5. Custom Websites</li> <li>6. System Interface/Data Automation/ Communication</li> <li>7. Database Conversion</li> <li>8. Database Implementation</li> <li>9. Electronic Audit Documentation</li> <li>10. Automated Participant Communications</li> </ol>
6. Process Implementations	We assist our clients with many forms of implementation projects: New systems/software, OLGA, RSA, RSU, Performance, section 16 implementation and other compensation types and tools.	<ol style="list-style-type: none"> <li>1. Custom Websites</li> <li>2. Section 16 Program Implementation</li> <li>3. New equity plan/equity vehicle</li> <li>4. New Client Implementation</li> <li>5. New Brokerage Website integration</li> <li>6. OLGA Implementation</li> </ol>
7. Finance/Accounting/Tax	Our services and products related to Finance, Accounting & Tax cover all aspects of equity compensation. We also have products/tools that assist in the calculation of modification/variable accounting, forfeiture rate calculations and other accounting/tax needs.	<ol style="list-style-type: none"> <li>1. Modification Accounting</li> <li>2. DTA/APIC Analysis</li> <li>3. FAS123R Analysis/Implementation</li> <li>4. Variable Accounting Automation</li> <li>5. 409A Analysis/Splits</li> <li>6. APB25 Analysis</li> <li>7. ESPP Valuation</li> <li>8. Forfeiture Rate Calculations</li> <li>9. Restatement</li> </ol>
8. Corporate Actions	We help clients in preparing for various projects related to Corporate Actions. We also give guidance to private companies and support clients on international related issues.	<ol style="list-style-type: none"> <li>1. IPO Preparation/Transitioning</li> <li>2. Mergers and Acquisitions</li> <li>3. International Guidance</li> <li>4. Private Company Guidance</li> <li>5. Tender Offers/Exchanges</li> </ol>
9. Resources/Staffing	One of our core services is providing stock plan administration resources and support at all equity compensation levels of expertise: Onsite or remote, full-time or part-time, interim or permanent	<ol style="list-style-type: none"> <li>1. On-site resources: Interim consultants or senior consultants</li> <li>2. Remote Interim consultants or senior consultants</li> <li>3. Professional Placement: Direct Hire or Temp-to-Perm</li> </ol>
10. Outsourcing	We will fully outsource a client's stock plans with a "Best of Breed" approach with SOS providing the industry leading stock administration expertise combined with an industry leading software and brokerage provider.	<ol style="list-style-type: none"> <li>1. Standard Stock Plan Administration</li> <li>2. Client Side Tasks &amp; Management</li> <li>3. Premium Support for Financial, Accounting &amp; Tax needs</li> <li>4. Additional Expert Resources for Special Projects</li> </ol>