



EST. 1982

# Share Plan Administration

Whether you are a small private company or a large multinational institution, you know that incentivising your employees through share or cash-based awards is a fundamental way of aligning their interests with yours, ensuring the business reaches optimal performance.

VG offers a full share plan administration service to manage your discretionary incentive arrangements accurately and efficiently, leaving you to focus on your business.

## What we offer

We offer a full share plan administration service. We work with you to understand your share and cash-based incentive arrangements, then set up, track and manage these awards for you and your employees.

Visit [www.vg.je](http://www.vg.je)



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## Set up

- Once your advisors have prepared the plan rules, you provide us with the employee and award data which we upload directly into our user-friendly, online platform.
- We set the relevant vesting parameters so that employee elections can only be made during specified windows. This can also be applied during close periods.
- We provide your employees with access to our dedicated online platform using personal usernames and passwords. We handle all login queries or password resets on your behalf.

## Track

- Employees can log in and track their awards.
- Information is easy to use, understand and export.
- All applicable tax rates are uploaded at the implementation stage and calculates all applicable taxes on vesting or exercise.
- You tell us of any leavers or forfeited awards and we update the platform.

## Manage

- Upon vesting or exercise, employees elect how their awards are treated (sell all, sell sufficient to cover tax, transfer all) directly through the platform.
- We fulfil these elections and if required, pay the proceeds and applicable taxes being paid to the employee directly or these can be paid to the company to be paid through payroll (this process can vary to suit your needs).
- We can also act as corporate nominee for any employees that would like to withhold their shares at vesting or exercise. If this option is chosen by the participants, then we will lodge their votes at AGMs (if rights allow) and process dividend payments or reinvestments.
- Full reporting is available 24/7 to assist you and your employees.

## Why partner with VG?

### Flexible

We work with companies of all sizes, and are able to tailor our offering to meet your needs, no matter how small or large.

### Competitive

Our independence allows us to be versatile and transparent with fees. You're not paying for unnecessary overheads.

### Trusted

Our employee incentives team has significant experience in providing administration and trustee services. For more than forty years VG has been a leading independent provider of fiduciary and administration solutions based in Jersey. Our independence allows us to act quickly and decisively to create and administer the right solutions for you.

### Personal

VG is an independently owned firm with a personal approach. With a dedicated team, you'll know who you're dealing with and always feel understood and appreciated.

### Simple

We operate with leading platforms and efficient processes, making the process easy for all.

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