

EQUATEPLUS +

RELEASE NOTES

64

April 20<sup>th</sup> 2024



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A person with long dark hair, wearing a white t-shirt, is sitting at a wooden desk. They are holding a smartphone in their hands, looking at the screen. In front of them is an open silver laptop. To the right of the laptop is a white coffee cup on a saucer. The background is a bright, out-of-focus window with greenery outside. A semi-transparent grey banner is overlaid on the center of the image, containing the word "Introduction" in white text. Two small purple triangles are positioned on the left and right sides of the banner.

# Introduction



# 1. Introduction

## 1.1 When is it happening?

This document details system enhancements to EquatePlus and our other offerings taking place in the coming weeks.

While certain features are not available to all system users, the improvements will benefit plan participants, corporate plan administrators and Computershare users.

If you have any questions related to the new features, functionality, or information outlined in this document, please contact your relationship manager.

Offering	Release #	Date	System Availability
EquatePlus*	64	<b>Start:</b> 20 April 2024 @ 07:00 CET <b>End:</b> 21 April 2024 @ 16:00 CET	EquatePlus, EquateMobile, EquateAPI and EquateInsights unavailable

Offering	Release #	Date	System Availability
EquateMobile	3.14	22 April 2024	No impact
EquateAPI	2.1.4	22 April 2024	No impact
EquateInsights	1.0.3	1 May 2024	EquateInsights unavailable

\*During this scheduled downtime of EquatePlus, users attempting to access the system will be presented with the system unavailable message in their preferred language.



A man with a beard and glasses is sitting at a desk, working on a laptop. He is wearing a dark grey t-shirt. The background shows a living room with a sofa and a window. A purple banner with white text is overlaid on the image.

## Participant Experience

## 2. Participant experience

The upcoming release includes the following enhancements for participants:

### 2.1 Improved participant plan holding statement

The participant plan holding statement is an on-demand statement run by a participant from the EquatePlus Library. It shows their allocations and transactions up until that date.

Feedback on the statement highlighted several challenges and drawbacks that the new, improved statement aims to address.

The new statement:

- > Shows the participant's name and address on the statement, improving usability in legal and tax matters
- > Allows the user to set the date range for the statement
- > Can present up to 12 months of data in a single run
- > Includes every plan module that was available during the selected date range
- > Aligns the layout and naming conventions with what the participant sees on EquatePlus – including any bespoke columns and wording.

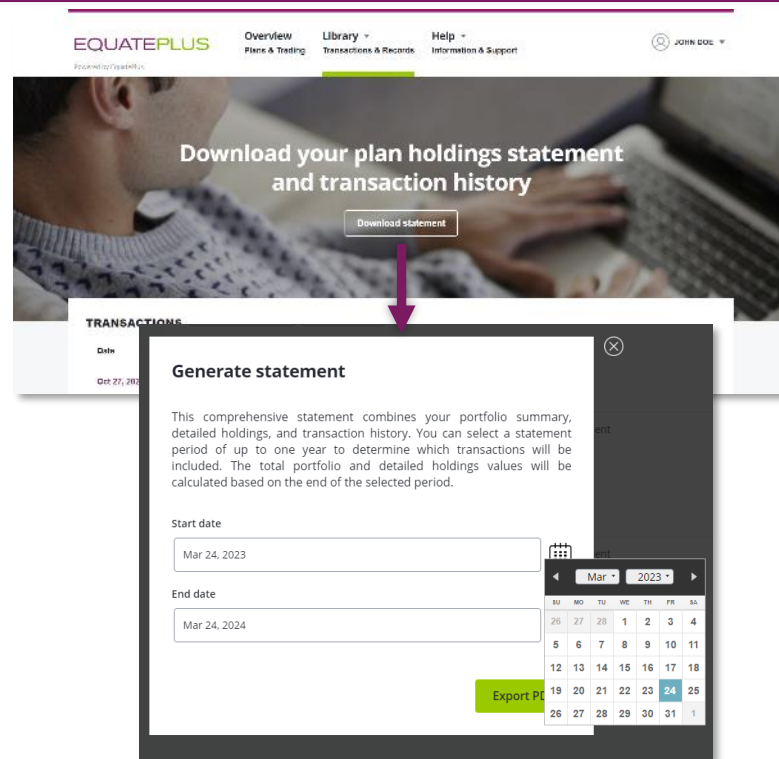


Illustration 1: setting the date range for the statement

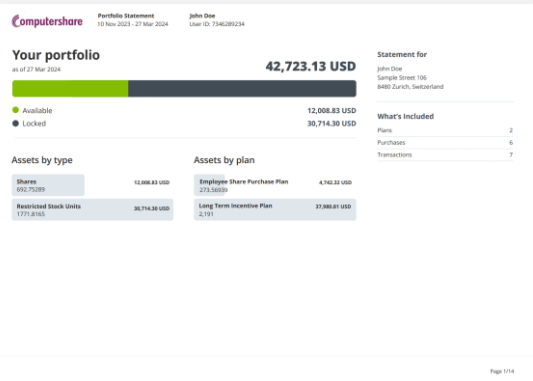
## 2. Participant experience

The upcoming release includes the following enhancements for participants:

### 2.1 Improved participant plan holding statement – Cont'd

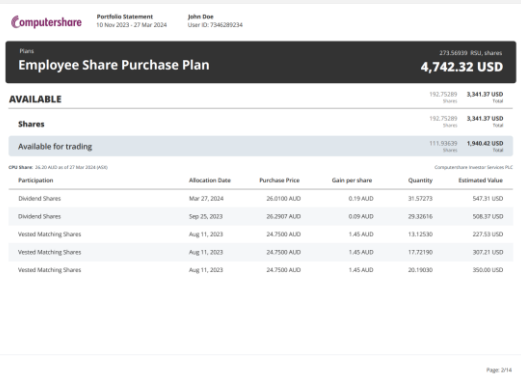
The new statement includes an overview, all plan details and transaction information.

#### Overview – Portfolio summary



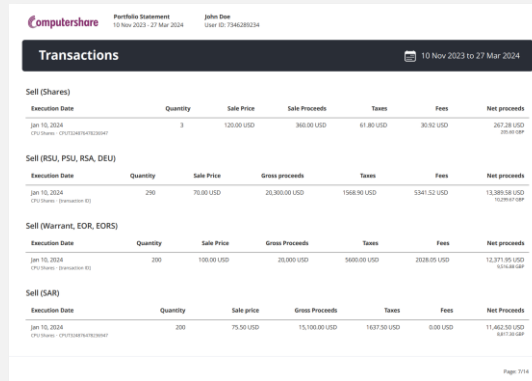
- > Participant name and address details
- > Assets grouped by type and plan
- > Display aligned with EquatePlus web screen

#### Plan portfolio details



- > Grouping based on plan module
- > Column configuration and terminology follows company-specific, bespoke web setup (if in use)

#### Transactions



- > Increased comprehensiveness with transaction relevant grouping and information

Illustration 2: Statement output – page samples

## 2. Participant experience

The upcoming release includes the following enhancements for participants:

### 2.1 Improved participant plan holding statement – Cont'd

The new statement will roll out in stages to allow us to test complex custom setups. **You will receive a communication before your rollout date – you do not need to take any action.** Your participants themselves will be notified through an onscreen alert when they log in to EquatePlus.

Rollout stage	Impacts	Timing
Stage 1	Companies with standard plan details (no customizations)	27th April – 11th May
Stage 2	Selection of companies with complex and highly configured plan details	Target end May
Stage 3	Remaining companies	June / July

- ✓ Easy to understand statement due to alignment with EquatePlus web screens, including any bespoke configuration and wording
- ✓ Increased usability in multiple scenarios

## 2. Participant experience

The upcoming release includes the following enhancements for participants:

### 2.2 Plan details allocations – improved configuration options

The plan details screen on EquatePlus provides participants with a detailed view of their holdings. The tabular display uses a standard set of columns depending on allocation lifecycle and instrument type, e.g. available shares or locked shares.

The standard columns can be revised at company level to cater to specific needs.

An earlier improvement introduced the ability to group and sort individual allocations based on the configured columns. We have now extended the functionality to be able to hide the grouping and sorting columns if so desired, thereby uncluttering the view for participants.

Please contact us if you would like to take advantage of this update.

- ✓ Increased configuration flexibility
- ✓ Improved detail display to participants

Plan	Financial institution	Acquisition price ①	Quantity	Estimated value	Holding period ends
> Feb 20, 2024 € 13.86 (2)	Computershare Trustees Ireland Limited	€ 2.00	248	€ 3,369.98	Feb 27, 2024
▼ Feb 15, 2024 € 13.86 (2)	Computershare Trustees Ireland Limited	€ 2.00	241	€ 3,274.86	Feb 27, 2024
<a href="#">Naina SIP tran alloc exempt</a>	Computershare Trustees Ireland Limited	€ 2.00	120	€ 1,630.64	Feb 27, 2024
<a href="#">Naina SIP tran alloc exempt</a>	Computershare Trustees Ireland Limited	€ 2.00	121	€ 1,644.23	Feb 27, 2024
> Feb 15, 2024 € 12.86 (2)	Computershare Trustees Ireland Limited	€ 3.00	207	€ 2,812.85	27 Feb – 29 Feb, 2024
> Feb 20, 2024 € 12.86 (2)	Computershare Trustees Ireland Limited	€ 3.00	442	€ 6,006.18	Feb 27, 2024
<b>Total</b>			<b>1,138</b>	<b>€ 15,463.87</b>	

Illustration: Allocation list with allocations grouped by a hidden allocation date column

## 2. Participant experience

The upcoming release includes the following enhancements for participants:

### 2.3 EquateMobile rating and feedback

EquateMobile 3 was designed in close collaboration with end-users through research and testing. This resulted in an improved display of the participant's portfolio breakdown as well as a simplified tax self-certification process.

To keep getting valuable feedback directly from app users, we had implemented a feedback email service when we first released EquateMobile 3.

The email service is now getting replaced with a more structured rating and feedback mechanism so that users can give feedback without leaving the app.

Users are given a simple thumbs up / down selection with option to provide comments. The rating and feedback option will initially be available on the "More" and the order entry confirmation screens. Other locations will be selected in due course.

The change goes live with the new release of EquateMobile.

- ✓ Provides our users with a way to share feedback
- ✓ Keeps the rating experience "in the app" rather than opening an email account on the user's phone
- ✓ Improves feedback capture for better reporting and easier action

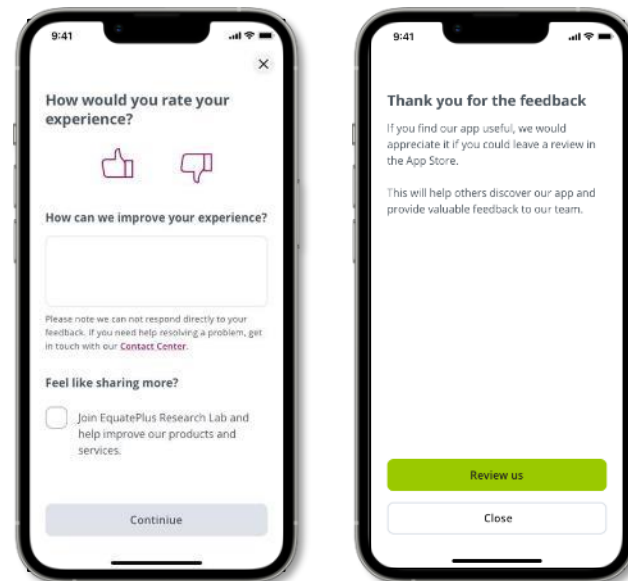


Illustration: app rating screens



**Corporate Experience**

## + 3. Corporate Experience

The below details some new features now available to you.

### 3.1 Introducing the new exercise detail report - R0235

A new exercise detail report, R0235, was introduced to provide a breakdown of exercise details for transactions triggered by share plan events, such as vesting.

The report is particularly relevant for North American companies. R0235 provides the necessary information to upload to HR payroll systems for year-end reporting, including additional taxable income and tax withholding amounts generated on EquatePlus.

More broadly, the report will prove valuable for many clients across the regions due to the sheer extent of exercise details and relevant data points.

It is available with the release.

- ✓ Offers extensive exercise information that can serve multiple purposes.
- ✓ Facilitates year-end reporting for North American companies

Reports • Payroll • R0235 Exercise Detail ▾

My Reports My Scheduled Reports Batch Reports

**R0235 - Exercise Detail**  
This report provides a comprehensive breakdown of exercise details for transactions triggered by share plan events. It includes participant, client and plan information alongside transaction details. The report presents data at the main award level, meaning that there can be multiple lines per transaction. If there are any dividends associated with an allocation, they will be rolled up into the main award. NB: The report should not be used for pre-upgrade transactions processed on legacy systems or from a previous administrator. The breakdown of US taxes is suitable for NA clients only.

**Filters**

Organisation Type

Organisation Level

Organisation Level Value

From Date DD MMM YYYY 01.Apr.2024

To Date DD MMM YYYY 10.Apr.2024

**Column Selectors**

<input checked="" type="checkbox"/>	Column	Condition	Value(s)	Copy	Value Selector
<input checked="" type="checkbox"/>	PARTICIPANT ID	=	<input type="text"/>		
<input checked="" type="checkbox"/>	PARTICIPANT LOCAL ID	=	<input type="text"/>		
<input checked="" type="checkbox"/>	PAYROLL ID	=	<input type="text"/>		<input type="button" value="Load Values"/>
<input checked="" type="checkbox"/>	PAYROLL EMPLOYEE ID	=	<input type="text"/>		

Illustration: Report execution screen

## + 3. Corporate Experience

The below details some new features now available to you.

### 3.2 Targeted notifications of CDI errors

When a CDI file upload runs into a processing error it sends an email notification to administrators listed in the “Admin mailing” group. The CDI file won’t upload until the errors are fixed, so timely notification and correction is important.

This approach is effective for smaller or centralized organizations, but it can add unnecessary effort for larger, decentralized ones, where the «Admin mailing» recipient needs to identify and then alert their colleague who uploaded the CDI file.

To remove this extra effort, we now notify both the “Admin mailing” list as well as the individual administrator who uploaded the file.

This new feature was deployed in our previous release, R63.5

- ✓ Ensures the right company administrator is notified
- ✓ Reduces risk of delay to fixing the data load
- ✓ Allows a streamlining of names on the «Admin mailing» list

Please check the following:

There is a CDI load in status ERROR. Please review and take appropriate action.

-----  
Data Class : PARTICIPANTS  
File Reference : MAIL\_TEST\_BT1\_PEN  
Uploaded By : Jayesh  
Submitted : 2024-02-23T12:40:56  
Task Step : INITIAL\_VALIDATION  
-----

Thanks for your attention.

Illustration: sample email notification of CDI upload error

## + 3. Corporate Experience

The below details some new features now available to you.

### 3.3 EquateAPI – Support for Latin-2 to Latin-1 transliteration

EquateAPI connects your HR system to EquatePlus, supporting automated participant updates and creation.

EquatePlus supports the Latin-1 character set. All data load methods – administrator interface, CDI files, sFTP and EquateAPI – require incoming data to adhere to this set. If, for example, a CDI file upload includes Latin-2 characters the file will be rejected and require manual revision before loading successfully.

EquateAPI now offers a transliteration feature to facilitate this conversion, it automatically maps Latin-2 characters to their Latin-1 equivalent.

Transliteration is optional and will default to “N”, no. It needs to be instructed for each applicable data load request and applies to the following data fields: Last and First Name, Business Name, Address 1/2/3, City and State.

The new feature will be available with the upcoming EquateAPI release.

#### Example:

č	d'	ě	ň	ř	ů	ž	š	ť	ž	š	ř
c	d	e	n	r	u	z	s	t	Z	S	T

Latin-1, also called ISO-8859-1, is an 8-bit character set endorsed by the International Organization for Standardization (ISO) and represents the alphabets of Western European languages. Latin-2, ISO-8859-2, covers the alphabets of Central European languages.

Illustration: Latin-2 to Latin-1 transliteration table and definitions.

- ✓ Further automation of data exchange through EquateAPI
- ✓ Efficient handling of participant data uploads for participant populations with Central European (Latin-2) names and addresses.
- ✓ Reduced manual checks and revisions

## + 3. Corporate Experience

The below details some new features now available to you.

### 3.4 EquateInsights – enhanced trade report

EquateInsights is the new plan reporting solution for EquatePlus. It is being rolled out in stages as features and plan coverage are completed. The enhancements described here are available to clients using EquateInsights.

The Trade report on EquateInsights provides information on transaction-level trade data. In addition to the standard base report, EquateInsights now offers a second trade report template.

This template groups the report output by Participant ID, Order Transaction ID and Execution Sequence. It allows you to select from a wide range of columns (attributes), including an extended list of participant details, addresses and executed transactions.

The feature will become available to clients on EquateInsights with its next release.

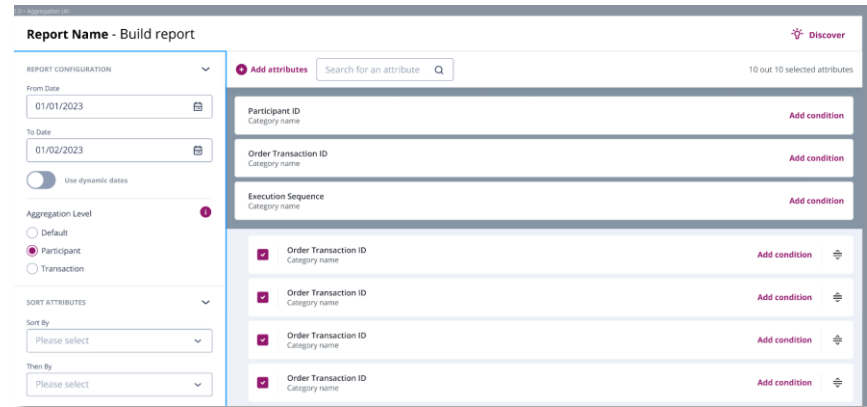


Illustration: Trade report template grouping by participant ID, order transaction ID and execution sequence.

- ✓ Improves ease of use of the Trade report by providing a relevant template option
- ✓ Expanded list of customizable columns for company-specific fine-tuning

## + 3. Corporate Experience

The below details some new features now available to you.

### 3.5 EquateInsights – navigational cards

Navigational cards are a new feature on EquateInsights to provide additional instruction and guidance.

These interactive, context-driven pop-up cards appear when you first access the “Build report” screen. They explain the key features of building a report and help you learn the new interface. Pop-up cards can be accessed at any time using the “Discover” icon at the top-right of the “Build report” screen.

The feature went live with EquateInsights 1.0.2.

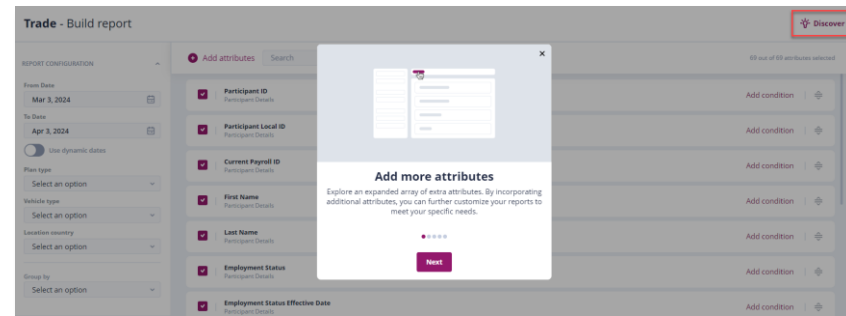


Illustration: Navigational card providing targeted instruction.

- ✓ Highlights useful features so you get the most out of the new plan reporting solution
- ✓ Improves the user experience

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