

# Employee Nominee Facility

## What is the Employee Nominee Facility?

The Employee Nominee Facility (ENF) is a corporate sponsored nominee facility, established for employees of a company. The ENF complements our share plan administration services by streamlining share settlement, delivery and ownership through a corporate nominee structure.

The facility is designed to complement a company's employee benefit plans and promotes employee share ownership amongst employees. It can be promoted as a bespoke service and an additional benefit of employment to help retain and motivate your employees.

### Corporate benefits

As shares are registered in the name of the Nominee, the number of shareholders on your Company's share register is reduced. This provides a number of advantages, such as reducing the number of report and accounts to be printed and sent to shareholders as well as providing a level of confidentiality as employees are not recorded as shareholders on the share register.

The ENF also simplifies the vesting and exercise process as shares can be automatically transferred, in bulk, to the Nominee, avoiding multiple individual transfers to employees shareholdings' accounts.

### Employee benefits

The ENF allows employees to hold their company's shares electronically. They have instant access to their shares, which can be particularly important when volatile market conditions prevail and a dedicated point of contact if they have any issues.

The ENF provides direct access to a variety of broker services.

## Our services

RBC cees offers the following services to employees in the ENF:

### Management and administration

- Acquire or sell shares, transfer shares, both in and out, either electronically or in a certificated format, if applicable to the stock
- Exercise voting preferences over the shares held in the ENF
- Pay dividends in cash and in a variety of currencies
- Receive dividends and to vote in respect of shares in a 'matching' share plan
- Allow dividends to roll-up within the ENF until funds are accessed, converted into local currency and distributed electronically
- Benefit from preferential dealing rates with an appointed stockbroker, negotiated by RBC cees
- Access trade confirmations and statements online and/or by post

### RBC cees Online

- Model various scenarios online
- Update personal details online
- Access a library of related documents, for example reports and accounts, online.

### Additional services

- Access to RBC Wealth Management services, which include specialist investment capabilities, private wealth expertise, tax consultancy and credit facilities
- Access to a telephone 'helpline' for queries and miscellaneous enquiries and requests
- The ENF can also be extended to the spouses or civil partners of employees (subject to completion of relevant KYC documentation).

## Why choose us?

**Strength.** RBC cees is part of RBC Wealth Management, a division of one of the top five banks in North America and Canada's largest bank, RBC. RBC is one of the world's largest financial institutions and is consistently regarded as a stable institution with high quality balance sheet, proactive risk management strategy and a strong liquidity position.

**Expertise.** We have a highly qualified and experienced multi-disciplinary team. Our teams are formed of lawyers, accountants and chartered secretaries, as well as individuals who have extensive practical experience as administrators or project managers. We are able to draw on the broader experience of RBC, including investment and private banking professionals.

**Experience.** We have experience of all types of employee benefit plans, including very bespoke executive arrangements and multi-jurisdictional, complex plans. A number of our team have previously held senior positions in professional services firms and/or in industry, allowing us to add value to our clients through our technical awareness, practical knowledge and experience. Our senior team members have, on average, been with us for over 12 years.

**Flexibility.** Our plan management solutions adapt and develop as your objectives and requirements evolve. We begin by working closely with you to define your needs, and then adapt our processes to best support you wherever possible, without compromising our systems and processes.

**Dedication.** Our specialist team structure provides a personal and tailored service to you and your employees. We work in close partnership with clients and their technical advisers, to develop practical solutions for operating employee trusts, administering benefit plans, and creating value.

**Technology.** We are committed to ongoing investment in technology, and release regular enhancements to our systems. Corporate users and plan participants can access their plan details via RBC cees Online, which offers online reporting, straight-through processing, execution to dealer and secure data collection.

**Credibility.** RBC cees is committed to quality and continuous improvement. We were the first corporate business of our kind to achieve the international quality standard ISO9001:2000. We undergo ISO surveillance visits every six months and/or annual external audits at which we need to demonstrate continuous improvement of our processes in order to retain our accredited status. We are always enhancing our technology, for maximum efficiency, and have been awarded the best practice technology standard, TickIT ISO 9000-3.

**Ethics.** RBC has long believed in the importance of corporate responsibility. Our business is governed by integrity, all employees are encouraged to provide a supportive workplace, contribute to communities and promote environmental sustainability.

We would be delighted to talk to you in detail about how we could help you meet your specific needs. Please feel free to contact us at any time:

→ **Call +44 (0) 8000 566 550**

→ **Email [cees@rbc.com](mailto:cees@rbc.com)**

→ **Or visit [www.rbccees.com](http://www.rbccees.com)**

