

# Share Incentive Plans



## What are Share Incentive Plans?

Share Incentive Plans (SIP) were introduced by the UK government in 2000 to encourage share ownership and offer significant tax savings for employers and employees.

A SIP enables employees to become immediate shareholders whilst providing the Company with the flexibility to tailor the plan to meet their business needs.

The plan can have three main elements and the company decides which to offer employees:

- 'Free shares' enable shares to be awarded to employees free of income tax and national insurance. The level of award may be linked to business performance
- 'Partnership shares' enable employees to purchase shares with up to £125 month pre- tax income
- 'Matching shares' enable the Company to award additional shares linked to the number of 'Partnership shares' purchased.

### Company benefits

- Reduced National Insurance Contributions (NIC)
- Improved corporate profit through increased productivity, employee commitment and motivation
- Reduced staff turnover and employment costs through improved loyalty
- Valuable asset to benefits package.

### Participant benefits

- No income tax on benefits received
- Not liable to NICs
- No capital gains tax on gains made.

## Our services

RBC cees is a market leader in SIP administration. Specific services include:

### Implementation

- Project management
- Plan process analysis
- Employee communication and seminars
- Technical IT infrastructure (including online enrolment and straight through processing)
- Employee nominee facility
- Warehouse for unlisted shares.

### Annual management and administration

- Award or option grants
- Vesting or exercise (including tax withholding)
- Employee communication
- Reporting.

### Additional services

- Access to RBC cees Online for both corporates and participants
- Access to RBC Wealth Management services, which include specialist investment capabilities, private wealth expertise, tax consultancy and credit facilities.

## 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)**

