MODERN TRANSFER AGENT & CAPITAL MARKETS OPERATOR

Efficiency

useefficiency.com

No call, email, or text will ever go unanswered again.

Efficiency

OUR MISSION

Help companies control their cap table — and hold a direct relationship with their shareholders.

Efficiency is not just a service provider.

A PARTNER THAT...

Understands your objectives

Prioritizes your shareholders

Enhances investor relations

Saves you money and time

Maximizes your value

Always acts with urgency

Once Efficiency is engaged...

1 Receive the company's cap table

DAY 1

We review and reconcile the register, including legends, and begin onboarding.

From you: current cap table.

2 Complete transaction documentation

DAYS 1–5

We review / redline legal documents, listing exchange application, and coordinate with UWs/FAs and DTC.

From you: charter documents, board consents, counsel contact.

3 Create FAQ for the company and its shareholders

WEEK 2

We write it, counsel clears it, and it becomes the script our 24/7 desk answers from.

From you: timeline and point of contact.

4 Set up shareholder accounts

WEEK 3

OFAC and KYC cleared, holders submit tax forms, and book-entry DRS positioned pre-loaded.

From you: shareholder names and contact information.

5 Close transaction

T+1

Coordination with UWs/FAs, DTC, and listing exchange for DRS eligibility at commencement of trading and closing.

From you: closing checklist, including letter of instruction.

Beyond the first day of trading...

T

FIRST DAY OF TRADING

T+1

CLOSING

T+ ~60

FIRST EARNINGS REPORT

How we prepare for earnings:

- **Earnings prep:** calendar, dates, roadshows.
- **Street positioning:** modeling, analyst positioning.
- **Shareholder curation:** outreach and holder analytics.

How we prepare for release:

- Notification of upcoming lock-up expiry or expiries.
- Coordinate with company counsel on required documentation to remove legends. No medallion guarantees!
- Assist shareholders and their brokers to ensure shares are released on time.

T+ ~180

LOCK-UP RELEASE

The one stop shop for all your capital market services.

01

Cap Table/Transfer Agent

Shareholder register review, reconciliation & maintenance

Real-time cap table access & reporting

Stock issuance, conversion & transfer execution

Lost shareholder outreach & escheatment

02

Equity Plan Administration

Option, RSU & ESPP administration

Vesting, exercise & release processing

10b5-1 plan support

Participant communications & reporting

03

Corporate Actions

Stock splits, reverse splits & reclassifications

M&A share exchanges & tender offers

Rights offerings & warrant exercises

Spin-offs & restructuring support

04

Proxy & Annual Meeting

Proxy statement distribution & management

Electronic voting platform & tabulation

Annual meeting logistics & coordination

SEC filing coordination & compliance

05

Dividend Administration

Dividend payment processing & disbursement

DRIP (Reinvestment Plan) management

Tax withholding & 1099-DIV reporting

Unclaimed property compliance

06

Printing & Compliance

Proxy & annual report production

SEC EDGAR filing & document preparation

SEC reporting (Section 16, 13F, 13G)

AML/KYC verification workflows

07

Calculation Agent

Conversion rate & adjustment calculations

Derivative & structured product determinations

Anti-dilution & ratchet calculations

Independent third-party determinations

08

AI-Driven Investor Relations

Automated shareholder communications

AI-powered investor Q&A & inquiries

Real-time shareholder analytics

Investor targeting & outreach tools

Next steps

THIS WEEK

Intro call

20 minutes to walk through your timeline and objectives.

WITHIN 48 HOURS

Execute EL

Simple and transparent.

SAME DAY AS SIGNING

Cap table handoff

Secure upload, reconciled by us, with platform access.

WEEK ONE

Kickoff

Legal docs underway, FAQ drafted, accounts opening.

Efficiency

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Your success is our success.

Our approach is tailored to your specific needs.

We do what it takes to get the job done — accurately, efficiently, seamlessly.

Your objectives are our priorities.

support@useefficiency.com

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