



EMI Scheme Implementation Service

We offer 3 levels of service

Services	Bronze	Silver	Gold
Seek confirmation, where necessary, that the company qualifies for EMI purposes		√	√
Meet with Management to agree performance conditions and timing of exercises etc.		One meeting	Two meetings
Assist with the setting of performance conditions		√	√
Agreeing the share valuation with HMRC for the purposes of the EMI scheme			√
The design and drafting of the EMI Scheme agreements and ancillary documents up to the point of signature	√	√	√
The preparation of a basic explanatory booklet for participants	√	√	√
Preparing resolutions and minutes to adopt the scheme	√	√	√
Meet with participants to explain the scheme and deal with any questions			√
Undertake a review of the Articles of Association, the Shareholders' agreement in relation to the implementation of the EMI scheme and making any suggestions as to what (if any) clauses require amendment		√	√
Drafting changes to the Articles of Association			√
Assisting in the HMRC reporting requirements to register the options granted under the scheme and the grant of options	√	√	√
Annual support in connection with HMRC reporting requirements			√