

## Administering Share Plans

Created May 2015

### Why effective administration of share plans is important

Once a share plan has been established there are various administrative responsibilities to consider throughout the life cycle of the plan to ensure:

- Your share plan remains compliant with legislation and guidance
- HMRC filings are made
- The share plan remains relevant and tax benefits are accomplished
- Employees are sufficiently communicated with

### What does a professional outsourced administration service typically provide?

Given the complexities of employee share plans many companies often opt for full or partly outsourced administration to save time and provide continuity. A comprehensive share plan administration service can typically:

- Assist with online HMRC filings
- Provide information for your Annual Accounts
- Highlight legislative updates
- Manage participant records
- Process awards, grants, vestings, maturities and forfeiture
- Handle the process for leavers

- Compile participant communications
- Offer an online portal for employees to view their share plan benefits
- Assist participants who have questions
- Liaise with your registrar, brokers or trustees to facilitate share purchases and sales
- Assist with headroom
- Ensure compliance with IFRS2/FRS20
- Hold review meetings to ensure objectives are met

The above list is by no means exhaustive as services are often tailored to meet individual company requirements, but it does offer an insight into the benefits of outsourcing.

*For expert assistance with your share plan administration please contact us to discuss your specific requirements. We offer a FREE Consultation of your Share Plans and discuss the options available to you.*

*T: +44 (0)7838 491 550*

*E: [ian.muphie@shareplanpartners.com](mailto:ian.muphie@shareplanpartners.com)*