



TOOLS SIMPLIFY LIFE FOR TRANSFER AGENTS

StockTrack™ Advanced Multi-Issuer Get the Features a Busy Transfer Agent Needs

All of the features of StockTrack Standard plus: Stay on Top of All Open Work

The logging features give you immediate access to all open transactions across all of your issuer companies from a single set of screens.

Log Transfers

Enter all transfer packages for all of your companies on one screen. Control ID's identify each transaction uniquely across all issuers. You can assign a staff member to handle each transaction. Enter receipt and tracking notes regarding the package. Print a log sheet to keep with the package. Track fees and payments by transaction.

Pending Transfers

View and select pending transfers across all of your issuer companies from one screen. Select a transaction and you're ready to immediately complete the transaction.

Print Certificates

View all companies with certificates waiting to be printed on one screen. Select a company from the list and you are ready to print their certificates. Automatically prints cover sheets for certificate mailings.

Made Available

View all completed items waiting to be Made Available across all companies on a single screen. Generate mailing reports; cover sheets, and mailing labels from the Made Available screen.

Cross Company OFAC Check List

Generate a spreadsheet of all shareholders requiring OFAC Check across all active companies.

Reminders

Set date-based task and other reminders by issuer.

Internet Access for Issuers -- iStockTrack add-on

Issuer Specific Info

Create a message to appear on screens by issuer –
Example: Call Joe D. at 555-5555 before transfers
Track Dates appointed, on hold, and inactive

Track unlimited number of issuer contacts
Create Merge files for mail/email to issuer contacts

More than 25 Cross Company Reports including:

- Listing of all Active Issuer Companies
- Cross Company Transaction Journal
- Company Information Report
- SEC Control Ticket Log – Turnaround days Insurance Log
- Lost Shareholders Listing
- Cancelled Certificates by CUSIP
- Certificate Inventory report
- Number of Shareholders
- Monthly Transaction Summary (for billing)
- Search for Shareholders across All Issuers

Import Data

Import Wizard to add Issuer Companies
Import additional shareholders and certificate info during a Transfer or New Issuance
Copy shareholder info to another Issuer

Export Merge File

Option to include data for all companies

Switch Company Button

Quickly switch between companies.

Modifiable Delivery Cover Sheet

Instantly send custom forms along with your transfer packages.

TA 2 Reporting

SEC Reporting – Turn Around Reporting
Generates statistics required for SEC TA2 report

Other

DTC FAST integration
DRS integration
Show TA info: Company name, address, phone, email on Reports
Copy Certificate formats between Issuers
Track Fees for transactions
Transfer cost basis to and from brokers (DTC CBRS)
Send lost and canceled certificate information to SIC
Report outstanding share info to OTC Markets
Unlimited user of the New Company, New Issue, and Transfer screen Import Wizard
and more...

IMPORT WIZARD

This Component of *StockTrack™ Advanced* Allows You to Automate the Process of Adding Issuer Companies; Additional Shareholders; and Complex Transactions into *StockTrack™*

Converting and importing shareholder and certificate data quickly, accurately and efficiently expedites your initial *StockTrack™* setup; helps you take on new business; and give you the ability to automate complex new issues and transfers. The Import Wizard, available with *StockTrack™ Advanced* (and for 30 days with *StockTrack™ Standard Edition*), gives you control of these processes.

This powerful and flexible data conversion and import utility will allow you to quickly get started processing transactions for your issuer companies.

You can also use the Import Wizard for large or complex transfer or issuance transactions. Bring in information on new shareholders; number of shares to be issued to each; as well as detailed cost basis information.

This tool allows for conversion from several commonly used file formats including Excel, xBase, CSV, and ASCII. Most software systems can export data in at least one of these formats.

The Wizard can be set to import shareholder and certificate information combined in a single data file or kept in two individual files. You can also import historical dividend and cost basis history.

You can review the source data that you will import on a record-by-record basis as you build your mappings. This takes the guesswork out of the conversion --you can see how the data will look in *StockTrack™*.

Besides simple one-to-one field mapping, you can build complex expressions -- helpful when source data is formatted in a way that is different than *StockTrack™*.

Name and save templates based on any import so that you can easily complete similar conversions. Figtree provides some sample predefined templates with *StockTrack™*.

Online documentation and examples help you get started using the **Import Wizard** quickly.

Call (973) 539-9311 and press 3 or email sales@figtree.com for questions or *StockTrack™* licenses.

