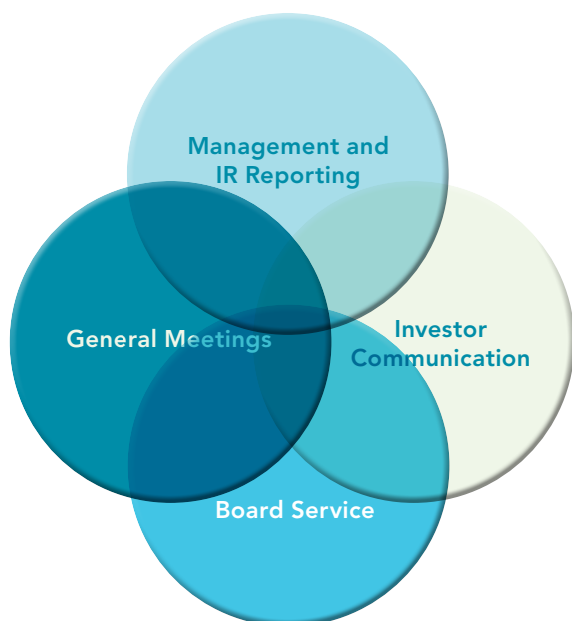


Corporate Secretary

- competent outsourcing, when resources are limited or flexibility is necessary

By taking advantage of VP's Corporate Secretary Services, you can outsource administrative tasks and relieve the pressure when resources are limited or flexibility is needed. Outsourcing can free up resources to focus on other tasks, such as innovation, strategy and customer- and investor contact.

VP INVESTOR SERVICES offers Corporate Secretary Services for all types of companies large and small. We offer administrative support, perform and advise on all types of administrative tasks having to do with investor communication, management- and Investor Relations reporting and general meetings. Via a cooperation with NASDAQ OMX we can also offer Board Service where we handle all administrative tasks related to using the software Directors Desk for board management.



Management- and IR Reporting

Does your company have to deal with extensive administrative work in the preparation of various management reports

or the collection of Investor Relations (IR) data for quarterly and annual reports? if so, we can provide a ready-to-use basis for direct presentation to management, Boards of Directors or other interested parties. The tasks can include, for example, the drafting of reports on changes in shareholding as well as various kinds of IR data presented in Microsoft PowerPoint or Excel formats.

General Meetings

When the company's general meetings are held, VP INVESTOR SERVICES can carry out various administrative tasks, such as the preparation of admission-pass summaries, proxy summaries, custody proxies, including proxy voting reports for leadership and the Board – all in finished presentation formats.

In addition, VP offers proofreading and checking of documents for the general meeting, and can act as an advisor and sounding board in the drafting of documents.

Investor Communication

VP INVESTOR SERVICES can perform a wide spectrum of administrative tasks, making the work of investor communication more effective. We can proofread and check investor communication, provide feedback and guidance in the development of your communication strategy vis-à-vis investors, so that the choice of communication channel and method is always optimal.

Board Service

With Board Service you can outsource all handling and distribution of agenda and board material for board meetings using the software Directors Desk from NASDAQ OMX. The service is delivered by certified Directors Desk professionals with great experience in handling highly confident material. Directors Desk is the tool, and we make the usage efficient.



Other types of administrative tasks:

- an individual solution.

VP INVESTOR SERVICES can also perform other types of administrative tasks, not directly related to investor services. For example, we can contribute with various types of official reporting on behalf of the company by means of proxy schemes. Don't hesitate to contact us for a meeting about your needs.

The tasks performed by VP INVESTOR SERVICES are agreed to on the basis of the company's concrete needs and business requirements and are always tailored to specific cases.

The tasks can be both strategic and operational as well as more or less routine.

Your advantages, in brief:

- flexible service - we are ready when you need us and can take on as much or as little as you would like us to
- competent service - our consultants have extensive experience with a wide range of tasks in the areas of reporting, general meetings, shareholder registers and investor communication
- service at your fingertips - all you need to do is give us a call for a meeting... and the work can begin
- you can free up internal resources to focus on other tasks, such as innovation, strategy and customer- and investor contact.

When can Corporate Secretary Services be used?

VP INVESTOR SERVICES can take over administrative tasks as both a permanent service for your company, yielding optimal flexibility and a sure level of competence, or for a limited period, during which tasks are outsourced because of illness, pregnancy leave or intense workflow, for example.

Competent Personnel with Extensive Experience

The tasks are handled by competent, experienced personnel who always focus on quality and timely delivery.

Contact

If you would like to learn more about our Corporate Secretary Services or to set up a meeting to discuss how we can meet your needs, please contact us by telephone, at 43588888, or by e-mail at sales@vp.dk. If you are already a VP client, you can also contact your Client Manager.

