

Step by Step guide for your Onboarding Process

This document covers all the steps involved in our onboarding process

1. Legal Process (8-10 weeks) & Technical Setup (1-2 weeks)
2. Investor Relation Page / IR Page (1-4 weeks)
3. Tokenization (2 hours)
4. Widget Integration (1 week)
5. Testing (1 week)
6. Go-Live & Communication (1 hour)

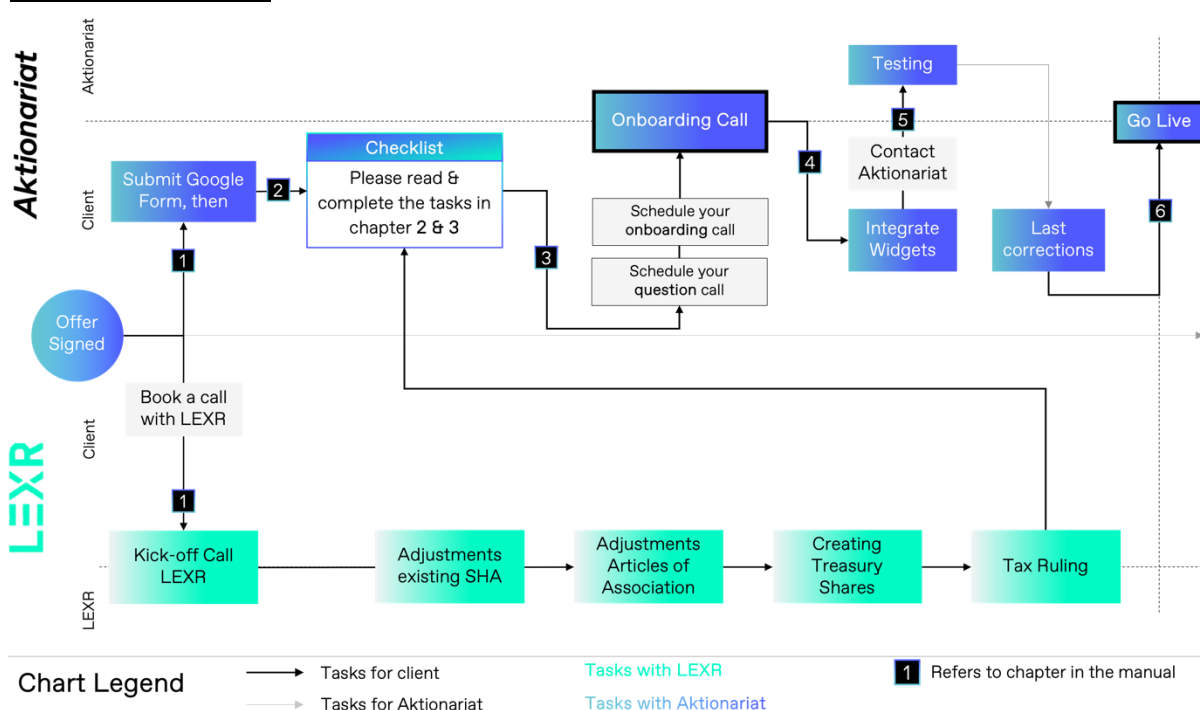
General Information

During the Onboarding process we will have two additional calls. In the first call, you will have the opportunity to ask questions, which have come up during the onboarding. Therefore, we kindly ask you to collect all your questions and raise them collectively in the “question call”.

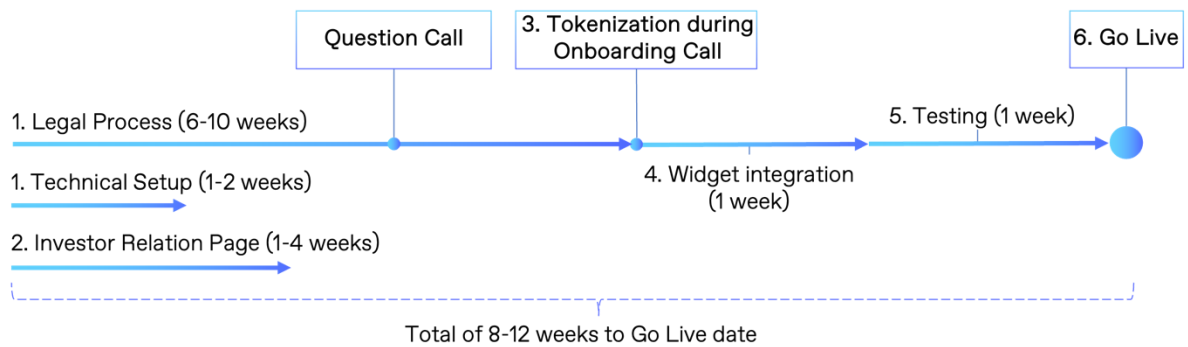
In the second call we will tokenize part of your equity together, guide you through the dashboard and explain all functionalities (Chapter 3).

To schedule your “question call” please click on: [HERE](#)

Process Overview



Overview Timeline



**At the end of this document, you will find a collection of screenshots for clarity reasons. You will see an indication in the text if there is a corresponding screenshot.*

1. Legal & Technical Process

To start the onboarding process, please take the following two steps: On one hand you will start the legal process with LEXR and at the same time define your token properties (ticker, name, drag-along quorum...) by submitting the received Google Form.

1.1 Legal Process (Timeline ≈ 8-12 weeks)

The company schedules a call with our legal partner (LEXR). In this call the following legal steps are discussed. **Schedule a call [HERE](#).**

- a. Check legal starting position (e.g., fully paid-up share capital)
- b. Review of current shareholder agreement (if applicable)
- c. Adjustment of Articles of Association (Transferability of Shares & adding “registered securities” as legal form of the shares)
- d. Creating treasury shares (to sell them over the “Brokerbot” via the own website)
- e. Tax ruling for the creation of shares

1.2 Technical Process (Timeline ≈ 1-2 weeks)

The company receives a form/questionnaire, in which further company information, the share name/ticker, drag- and tag along terms are defined. The link to the form can be found in the mail you received after confirming our offer / **click [HERE](#).**

- a. As soon as we receive the completed google form, we will setup the smart contracts and therefore the dashboard, the registration agreement as well as common shareholder agreement. As soon as we have deployed the contracts, you will receive an email with all the relevant documents (at a later stage, you will upload these documents on your investor page)
- b. Please make sure to sign the registration agreement

2. Investor Relations Page (Timeline ≈ 1-4 weeks)

While setting up the legal framework with LEXR, please do the following tasks:

- a. Check out our other client’s investor pages, e.g.:
- <https://www.bee.digital/investors>
 - b. Think about the content you would like to publish on your IR page
 - c. Create the investor page on the URL you have submitted in the google form (we recommend hiding it the URL/ not link it to the main page yet)
 - d. Start preparing your content (text, pictures, videos, graphics)
-

3. Tokenization (Timeline ≈ 1-2 hours)

3.1 Preparation – App Download & Dashboard Login

1. Download the Aktionariat App
2. Complete the registration (Click on the red banner / go to profile)
*Screenshot No. 1
3. Confirm your Email address
4. In the meantime, you have received an email with the subject:
“Company Name AG Admin Invite”
5. Open it & click on “Accept Invitation”
6. A QR-Code will be displayed on your screen
7. Open your Aktionariat App and click on “Connect” at the bottom of the screen
*Screenshot No. 2
8. Click on Scan QR Code
9. Welcome to the Dashboard – you are not required to do anything further

As a next step, please make sure you have completed all the mandatory tasks:

3.2 Mandatory tasks:

1. Set up the URL for the investor relations page (the content does not have to be final yet)
2. Have the following information about your shareholders ready to integrate it into the digital shareholder registry: (Name, No. of shares, Address, Email)
3. You have downloaded the Aktionariat App and registered (click on red banner / profile) like described under 3.1
4. You have a first idea about your valuation
5. You have formally created your treasury shares (signed selling contract, ask LEXR for a template)

If all the mandatory tasks are completed, please use the following link to book your onboarding call.

Book your Onboarding Call: [Click here](#)

During the Onboarding Call we will perform the following tasks together:

1. Setup the signatory powers
2. Complete all required information
3. Add all shareholders information to the digital shareholder registry
4. Tokenize the treasury shares
5. Enable the Brokerbot
6. Discuss Widget implementation

4. Widget Customization & Integration (Timeline ≈ 1 week)

After the Onboarding Call you customize and integrate all widgets of interest. As a minimum, please integrate the Brokerbot and the registration widget.

4.1 How to find the “Widget Customizer”

1. Login to your Dashboard
2. Click on the tab “Brokerbot”
*Screenshot No. 3
3. Scroll down and click on “Customize widgets”
*Screenshot No. 4

4.2 How to design your widgets

1. Choose the view of your token (DEXA is the example Token, so click on the one below)
*Screenshot No. 5/1
2. Choose the preferred language
*Screenshot No. 5/2
3. Choose the colors of your layout
*Screenshot No. 5/3
4. Check out all widgets by clicking on them
*Screenshot No. 5/4
5. Decide on which widgets you would like to integrate & click on “View Code”
*Screenshot No. 5/5
6. On the right-hand side, you can tick all the widgets you would like to integrate
*Screenshot No. 6/6
7. Click on “Copy Code”. This will copy the HTML-Snippet which can then be integrated in your website
*Screenshot No. 6/7

Please make sure to check the following points:

- Please upload the shareholder agreement & signed registration agreement to your investors page
- Also upload the insider trading rules document and insert the link (URL) in the dashboard under “Brokerbot” → “link to corporate trading rules”
*Screenshot No. 7
- How does your mobile view of the investor page look like?
(Contact us in case you are not able to fix the design)

When you have completed the integration, please contact us to start the testing phase. Send an email to:

Bela@aktionariat.com

or

Sinan@aktionariat.com

5. Testing (Timeline $\approx$ 1 week)

In this step, we will check the functionality of the widgets as well as the uploaded documents on your investor page.

- As soon as we have finished our testing, you will receive feedback with potential suggestions for improvement
- Please implement the changes if there are any
- Let us know when you have implemented the changes
- We will confirm the completion of this phase

6. Go-Live (Timeline $\approx$ 0)

In the final step you will go live with your share market.

- Lift the password protection of your investor page / connect it to your main page

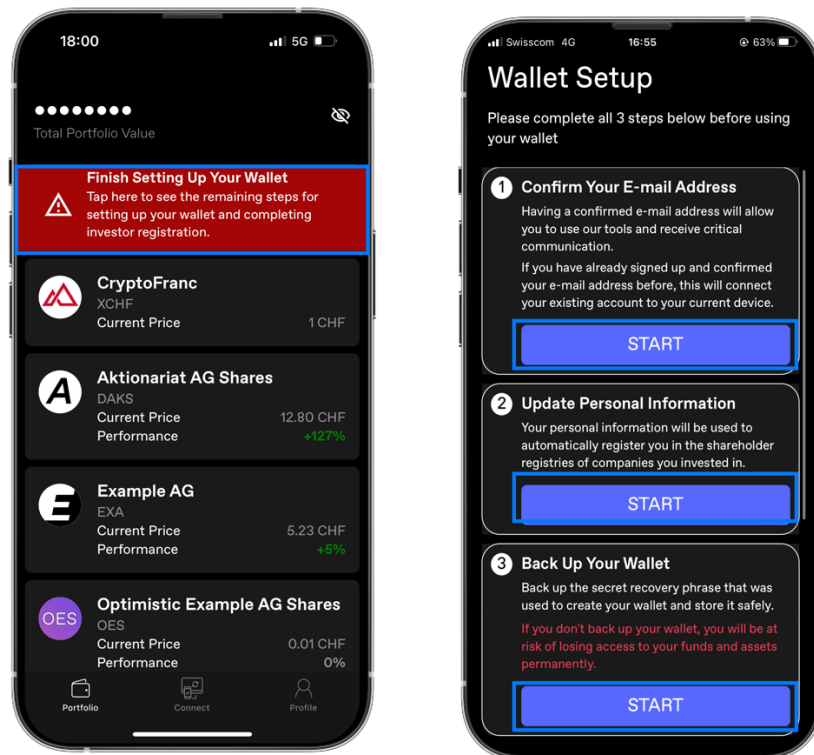
Congratulations your shares are now being traded over your own website!

Additional Remark

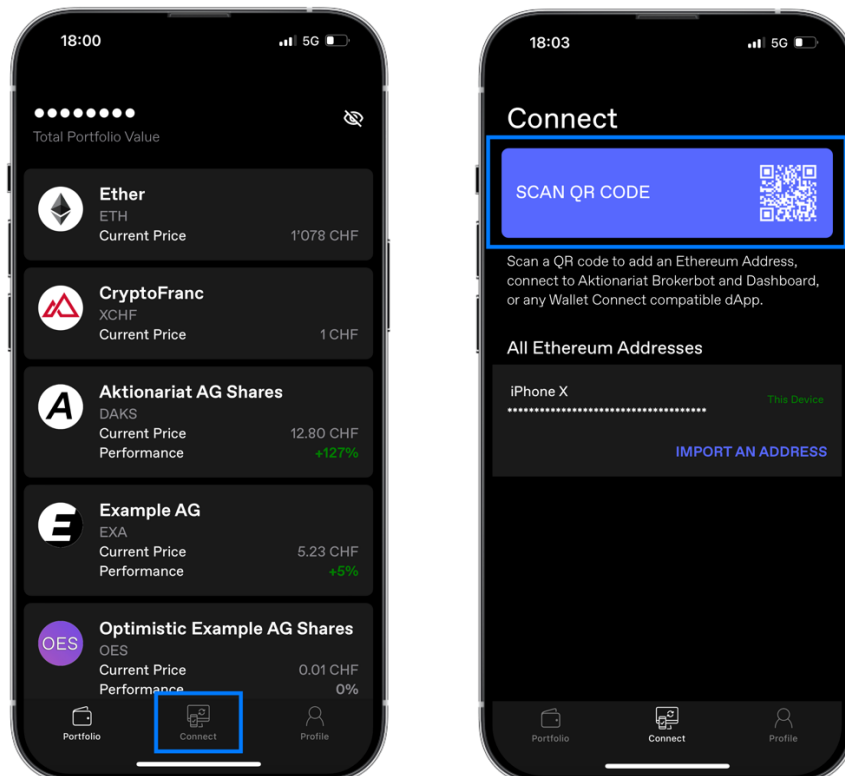
We will send out the communication about your Go-Live to our newsletter recipients 1-2 days after you have launched your market.

Screenshots

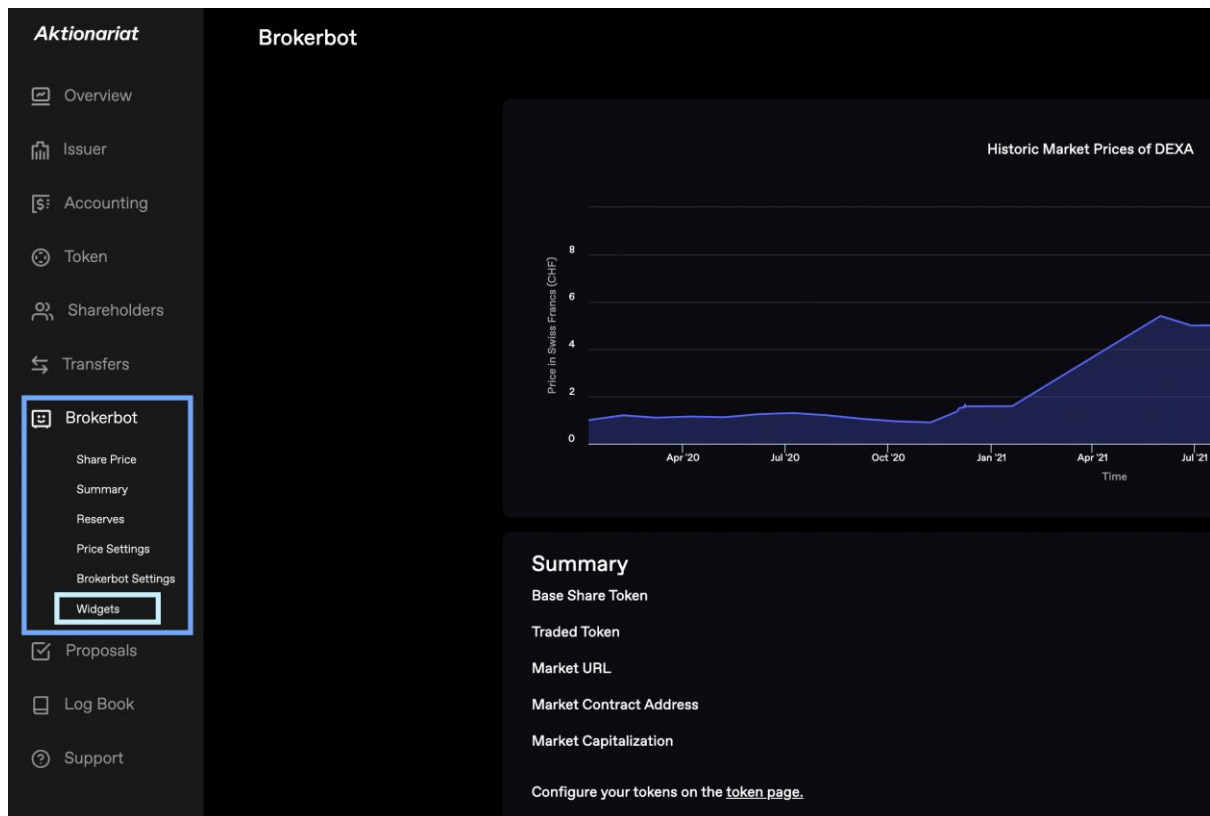
Screenshot No. 1



Screenshot No. 2



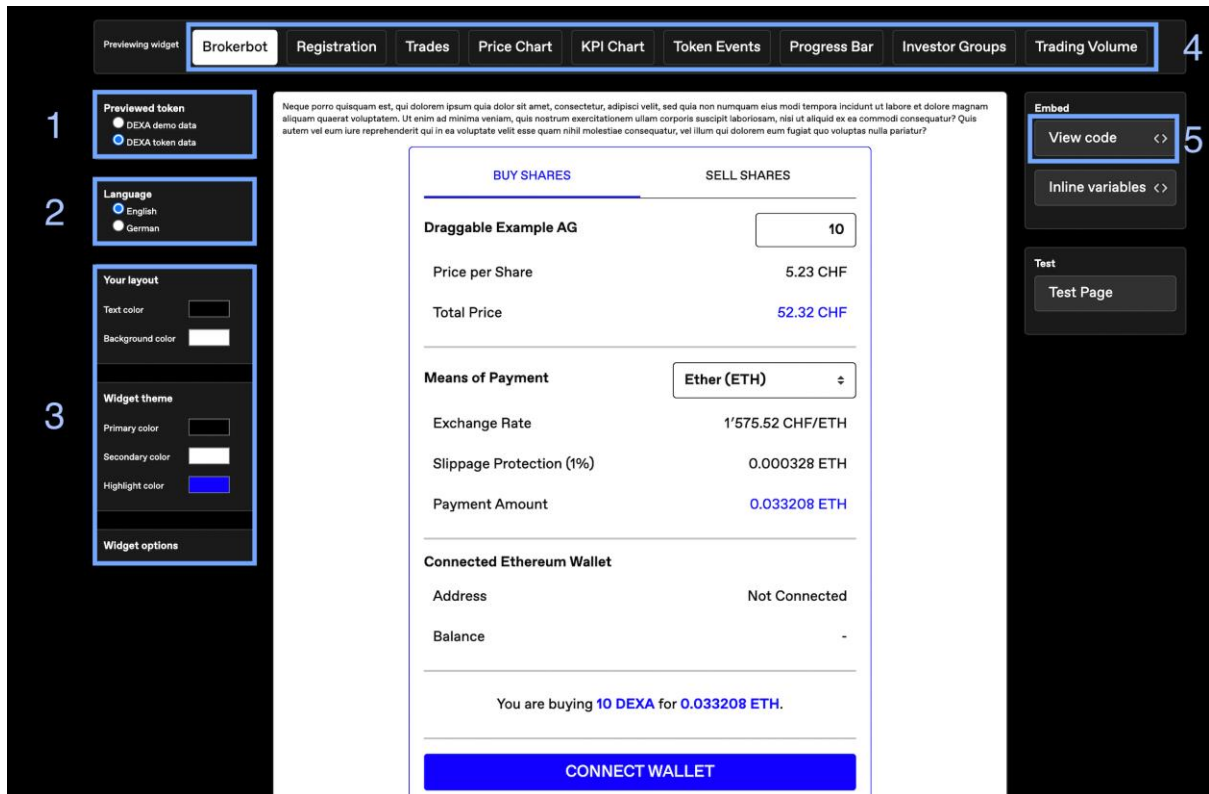
Screenshot No. 3



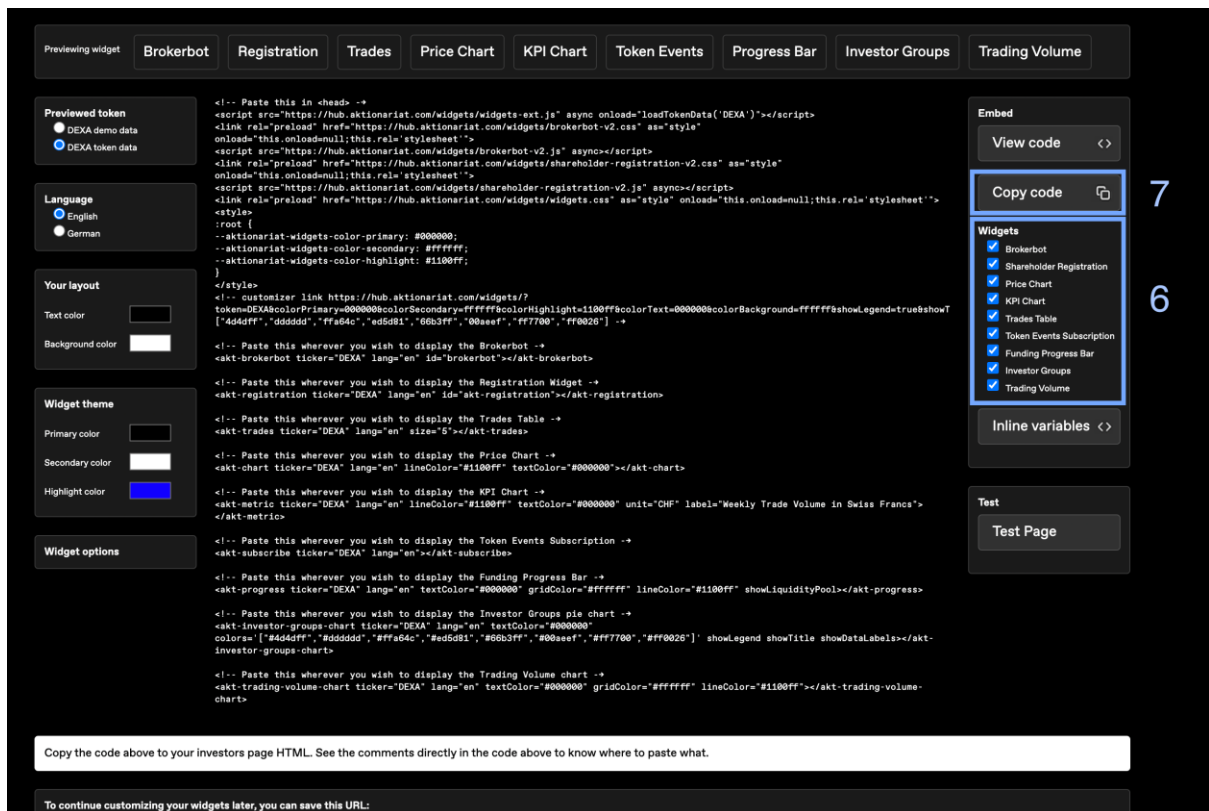
Screenshot No. 4

The screenshot shows the Aktionariat Brokerbot interface with the 'On-chain settings' and 'Web settings' sections. The 'On-chain settings' section includes: 'Allow investors to buy' (Enabled), 'Allow shareholders to sell' (Enabled), and 'Automatically convert Ether to CryptoFrance' (Disabled). The 'Web settings' section includes: 'Default number of shares' (10), 'Default means of payment' (Ether (ETH)), 'Accept bank transfers' (Enabled), 'Require identity verification' (Disabled), 'Minimum amount for bank transfers' (0), and 'Minimum amount for crypto payments' (0). There are also fields for 'Shown text when buying is disabled' and 'Shown text when selling is disabled', both containing placeholder text. A 'Link to corporate trading rules' field contains the URL 'https://hub.aktionariat.com/assets/terms/insider%20Trading%20Rules.pdf'. At the bottom, there is a 'Widgets Integration' section with a link to 'Customize Widgets' (highlighted with a blue box).

Screenshot No. 5



Screenshot No. 6



Screenshot No. 7

Aktionariat

Overview

Issuer

Accounting

Token

Shareholders

Transfers

Brokerbot

Share Price

Summary

Reserves

Price Settings

Brokerbot Settings

Widgets

Proposals

Log Book

Support

Brokerbot

Allow shareholders to sell

Update

Automatically convert Ether to Cryptofrancis

Web settings

Default number of shares

Default means of payment

Accept bank transfers

Require identity verification

Minimum amount for bank transfers

0

Update

Minimum amount for crypto payments

0

Shown text when buying is disabled

This is a custom text by the client for the buying disabled state.

Shown text when selling is disabled

This is a custom text by the client for the selling disabled state.

Link to corporate trading rules

https://

Widgets Integration

To select and configure your web widgets, follow this link preset with your company parameters

Customize Widgets