

# StockTrack Updates

September 10, 2008

Version 11.2



## Country field

There is now a dedicated 'Country' field for shareholder certificate and alternate addresses. This simplifies the entry of non-US addresses.

The screenshot shows a form with two columns for address entry. The left column is for 'Non US Address' and the right column is for 'Mailing Address'. Both columns have a 'Country' field. Red arrows point to the 'Country' fields in both columns. The left column has 'Country: England' and the right column has 'Country: Canada'. Other fields include 'S Address', 'View Tax Format', 'P.O. Box', and 'City'.

## Tax ID Encryption

You now have an option to keep Social Security Numbers encrypted within the database to improve security. This option is on the Settings screen.

There is an option to encrypt tax ID's for all issuer companies at one time included with the Advanced StockTrack license.

All shareholders that are manually entered on the shareholder screen after selecting Encryption will have encrypted Tax ID's. You can use the encryption function if you import additional shareholders into StockTrack.

## Email Proxy Information

A new check box is available on the Shareholder Other tab, Email Proxy information. Both the Export/Merge and Labels have options related to this field so that you can exclude them from labels or include or exclude them from the Export/Merge.

## Auto-Assigned Book Entry ID's

Book entry ID's are assigned immediately after issue. There is no need to go to the Assign Book Entry ID screen. For instance, the ID is assigned as soon as a New Issue or Transfer is marked as Complete or as soon as a Stock Dividend is finalized.

## Cash Dividend/Cash in Lieu Confirmation

You now have an option to select an individual shareholder for this report.

## Mailing labels

You can create custom labels. You can modify the font, position of text and add graphics to your custom labels.

A new Mailing Label option allows you to exclude shareholders marked 'Email Proxy Materials'.

## Pipeline and Pending Transfers

When you select a transaction from the Pipeline | Pending Transfers, StockTrack will check to see if the control ID is part of a saved "In Process" transfer. If it is, that transaction will be retrieved and brought up on the transfer screen ready to complete.

## Annual Meeting Sign in Sheet

There is a new option when entering shareholder proxy votes to mark the shareholders as electing to attend and vote their shares at the annual meeting.

A Sign In sheet was added to the proxy reports. This is a list of all shareholders who have elected to vote their own shares at the annual meeting or a list of all shareholders owning shares on the proxy record date.

The screenshot shows a 'Sign In Sheet' for 'The ABC Company'. The title is 'Sign In Sheet - Shareholders attending the meeting - Votes on Record Date 08/15/08'. The page is dated 8/25/08, 10:42 am, and is Page 1 of 1. The table has columns for 'Votes', 'Shareholder', and 'Signature'. The data is as follows:

Votes	Shareholder	Signature
1,208	2 - ACME ACME MANAGEMENT CO. 51 GRAND AVENUE SUITE 30 MORRIS PLAINS, NY 10910	_____
1,413	3 - DAVID JOHN DAVIDSON 40 CENTRE STREET MAYVILLE, NJ 24344	_____
2,185	1 - JENSO EDWARD JENSON 1000 GIBRALTAR DRIVE MORRISTOWN, NJ 07415-4565	_____
1,413	4 - QUINN JOHN QUINN 900 ROLLING HILLS RD MONTREAL, CANADA H1P1G74	_____
193	6 - REDB JAMES REDBANK TTEE 135 BROADWAY AVENUE LOS ANGELES, CA 7845-0303	_____

Totals: 5 shareholder(s) 6,412 vote(s)

## Void/Correct Stock Conversions

Conversion Transactions can now be voided through the Void/Correct screen.

### **New Issue Reasons and Reservations**

New Issue Reasons have been separated from Reservations. They each have their own menu item under the Maintain menu.

### **Made Available Confirmation Option**

You have an option to print a Single Transaction Confirmation, a new report format, rather than the Delivery Cover sheet to include when mailing out certificates or to provide acknowledgement of a book entry transaction.

### **Export Merge File**

It is now easier to select and deselect items on the Export Merge Screen. You can now toggle the selection status. For instance if you have all items selected except for three, clicking on toggle will select only those three and leave all of the others unselected.

You have a new option to include or exclude shareholders marked with a preference to Email Proxy Materials.

### **Dividend/Split Proof Register**

You can now generate a proof register for ALL stock ID's in an unfinalized cash dividend that includes multiple classes of stock. A new option also allows you to select to see totals for a shareholder.

### **Dividend/Split Register (Proof format)**

This report is very similar to the Proof Register but is available after the Dividend or Split action is finalized.

### **Reinvestment Plan Transaction Statement**

A column was added to the opening and closing balances section for 'Cash in Plan'. Added an option to 'Exclude share purchase Tear off'. If this option is selected, the remittance advice section below the dotted line does not appear on the form.

### **Shareholder Statement and Confirmation**

If the class of stock is book entry, the statement will now show the word 'BkEntry' rather than a 'certificate' number.

### **Cash Dividend and Cash in Lieu Check Printing**

You have an option to selecting the printer that you wish to use.

### **Some Menus Items Have Moved**

The following menu items were moved:

- Mailing Labels and Export Merge File are now on the Utilities Menu.
- Maintain\Stock Types is now on the Utilities menu.
- The Certificate History report is now above the Audit Ledger
- The Record of Replaced Certificates is now below Lost/Stolen Certificates
- Weighted Average Shares Outstanding is below the Control Book

### **Install Option**

You now have an option during the install to decide whether the install should back up your StockTrack files.

### **Advanced License**

You now have an option to use Global Rights rather than Local (per company) Rights. If you select to use Global Rights on the Settings screen, user rights will be applied to all of your issuer companies. You will not need to set up new users in each company. If you add users, they will have rights in all companies. If you delete users, they will be deleted from all companies.