

HOW TO BECOME AN INVESTOR ON TWEX®

Before you can become an investor on TWEX® you must register.

Information on the registration process and the various ways of using TWEX® can be found here:

<https://twex.swiss/en/services/register.html>

<https://twex.swiss/files/twex/downloads/twex-how-to-use-twex.pdf>

For the purposes of this documentation, we assume that you are using the web app in conjunction with the Trustwise Signer app.

Once you have registered on the TWEX®, it takes three steps to become an investor:



Provide the e-mail address
that is linked to your TWEX®
account to the company you want
to invest in or to the seller of the
shares



Confirm the contact request
that was made by the company or
the seller in your TWEX®
application.



Buy shares from a seller,
wait for your shares to be
allotted or subscribe to new
shares.

Please remember that you must confirm your transactions via the Trustwise Signer App that you have downloaded during the registration process.

1 Provide your e-mail address to the seller or to the company

Provide the e-mail address **with which you registered on TWEX®** to either

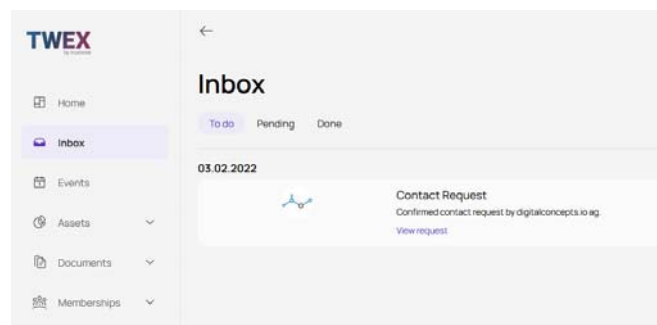
- a company you want to invest in (for new shares) or
- a seller of the shares (if you want to buy shares from another investor).

This step is done outside TWEX®.

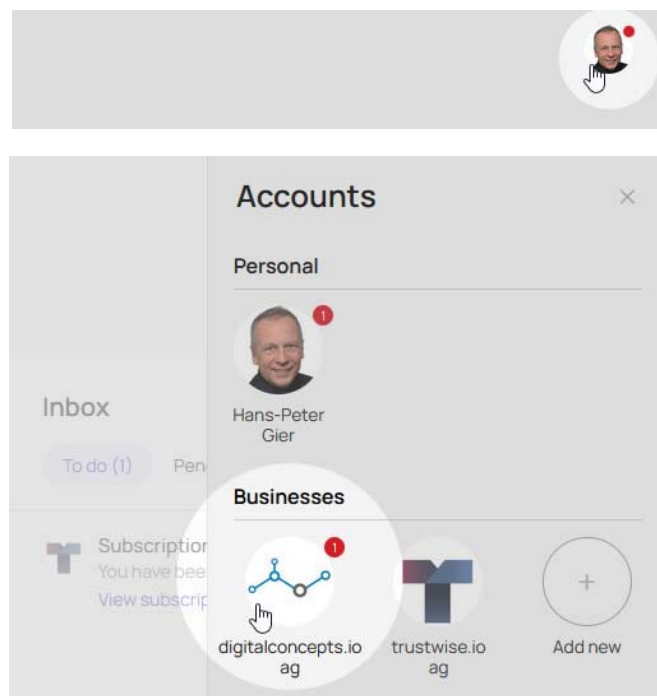
2 Confirm your contact request

In a second step, you will receive an e-mail notification where the company or the seller asks you to confirm your contact request. **This step is required to protect your privacy.**

Login to TWEX® (via Mobile app or via browser), go to your Inbox and confirm the contact request by clicking **View request**.



If you invest via a company, switch to the company account first: Click on your user profile picture in the top right corner to open the account switcher, then select the desired company profile.



3 Buy shares, wait for the allotment, or participate in a subscription

The third step depends on whether:

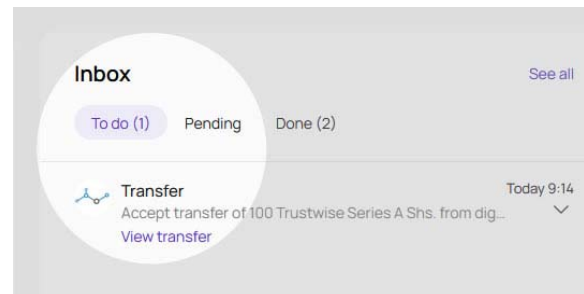
- you buy shares from another investor
- you participated in a subscription outside TWEX® and just wait for your shares to be allotted
- you are going to participate in a subscription for new within TWEX®

Let's walk through the three different cases.

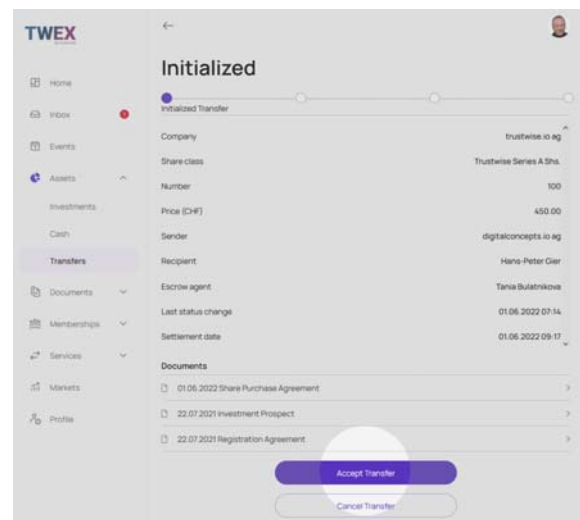
3.1 Buying shares from another investor

You will receive an e-mail notification that you received an offer for shares.

Login to TWEX®, (via Mobile app or via browser), go to **Inbox** and click on **View transfer** to open the offer.

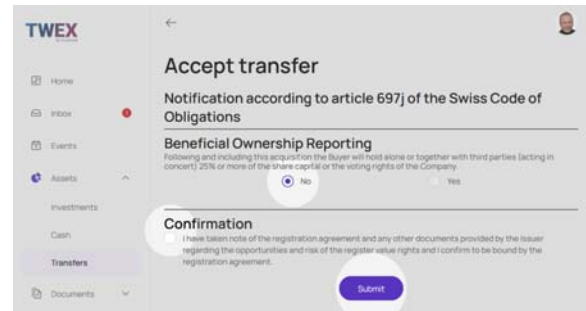


Review the details of the offer and click **Accept transfer** to accept the offer.

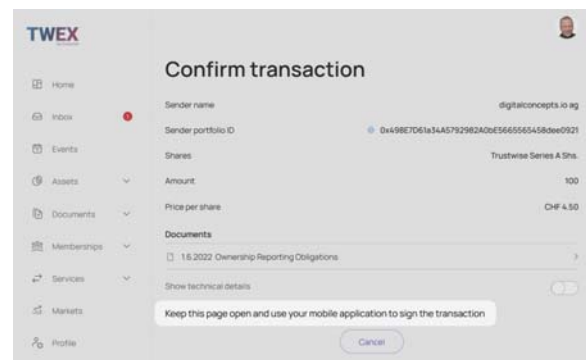


Report beneficial owner status

According to the Swiss law, you are required to report your beneficial owner status which is “No” (default) as long as you don’t control more than 25% of the capital or voting rights (either alone, together with others or via nominees). If you invest via a company, you must report the beneficial owners of the company.

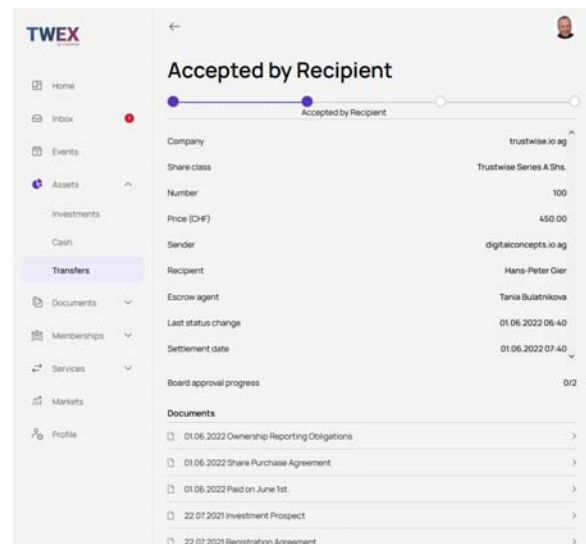


Please check your status, tick the confirmation clause, and click **Submit** to accept the transfer. Confirm the transaction via the Trustwise Signer App on your mobile device.



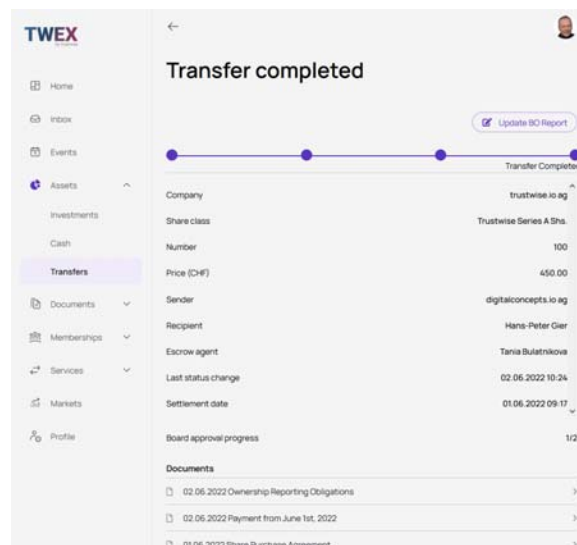
Confirm payment

As a next step, you must confirm that you have paid the price for the shares. Optionally, you can upload a payment confirmation (e.g., a bank transfer statement). In case you received the shares in exchange for other claims, just confirm the payment without uploading any documents.

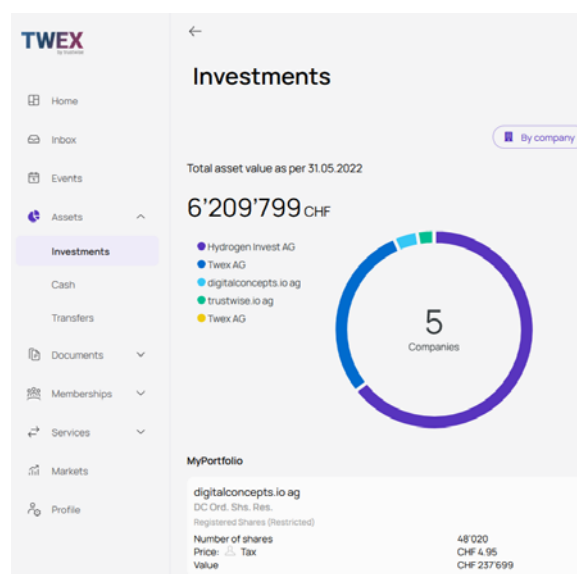


Restricted shares: wait for approval

Most share classes representing private equity are restricted, i.e., need board approval for the transfer which means you must wait until this step is completed. In a last step the seller confirms the receipt of the payment. You receive an e-mail notifying you that the shares have been transferred.



Now you can see your shares in TWEX® under **Investments**.



3.2 Waiting for shares to be allotted from a subscription outside TWEX®

The steps are like those described above (paragraph 3.1).

You will receive an e-mail notification that shares have been allotted to you.

Login to TWEX®, (via Mobile app or via browser), go to **Inbox** and click on **View transfer** to open the allotment. If you agree, click **Accept transfer** to accept the offer.

Once you have completed the beneficial owner reporting you can see your shares in TWEX® under **Investments**.

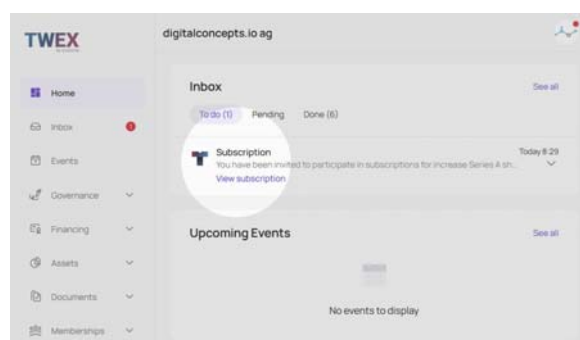
3.3 Participate in a subscription within TWEX®

The steps are like those described above (paragraph 3.1).

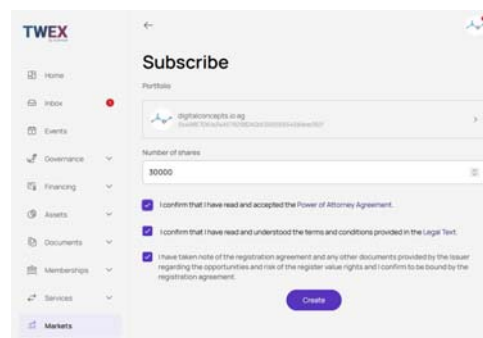
You have indicated to a company (outside TWEX®) that you are interested in participating in a funding round. Once you have confirmed the contact request (as described in **Step 2**) the company will whitelist you as a potential investor.

Once the subscription period is opened you will receive an e-mail notification that you can subscribe to the offer.

Login to TWEX®, (via Mobile app or via browser), go to **Inbox** and click on **View subscription** to open the subscription. (Alternatively, you find your subscription invitations under Markets -> Primary market).



Fill out the subscription form with the number of shares and optionally to the power of attorney for signing the subscription certificate in front of the notary. Submit the subscription certificate and click on **Create**. Confirm your subscription via the Signer App.



Once the subscription period has successfully ended you will receive an e-mail with the payment instruction. Pay the amount (**outside TWEX®**) until the closing date.

After the funding has been successfully registered in the commercial registry you will receive an e-mail that shares have been allotted to you.

Login to TWEX®, (via Mobile app or via browser), go to **Inbox** and click on **View allotment**. If you agree, click **Accept allotment** to accept the allotment.

According to the Swiss law, you are required to report your beneficial owner status which is “No” (default) as long as you don’t control more than 25% of the capital or voting rights (either alone, together with others or via nominees). If you invest via a company, you must report the beneficial owners of the company.

Once you have completed the beneficial owner reporting you can see your shares in TWEX® under **Investments**.