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Example content:

Checklist - Employee Share Plan

1. Research need for scheme. Consult with employees
2. Check memorandum and articles of association to ensure company has power to operate a scheme. Arrange alteration if required
3. Consult with employees regarding planning and design of scheme
4. Determine which employees are eligible to participate. Set qualifying period or level if considered necessary. Seek shareholders' consent if directors are to be made eligible to participate
5. Determine amount of shares which can be issued to employees. Set limits if necessary
- 6.
- 7.
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- 12.
- 13.

Checklist for benefits packages