

Tax Filing Support – Scope of Services and Responsibilities

Personal income taxation in foreign countries is a complex matter. Therefore, Sonova appoints a Designated Tax Advisor to support Sonova employees to fulfill their tax filing obligations with the tax authorities in the home and/or host country/countries.

As the Designated Tax Advisor is providing personal tax compliance services, they are bound by professional and legal rules to ensure that the personal information of the employee is kept strictly confidential and cannot be accessed by third parties, including Sonova.

1. General scope of services provided

- **Departure/arrival tax briefings** in the start and return years in home/host country for International Assignments and in the year of Transfer for International Transfers.
The Designated Tax Advisor will provide a short overview of the income tax consequences of working abroad, the tax filing obligations that will apply and the Designated Tax Advisor's process and timelines (including information on consequences of late or incomplete filing such as penalties, interest, fines). Topics that will be discussed will differ per country but will normally include: qualification of the employee as resident or non-resident taxpayer for income tax purposes, the consequences of the residency status for the taxation of employment and non-employment income, how double taxation (if any) is mitigated (e.g. Tax Equalization), tax year and tax return filing deadlines and when the Designated Tax Advisor will normally contact the employee.
 - Duration of the briefing:
a briefing of usually 60 min. in home and/or host country.
in addition, after the briefing, the employee has the possibility to contact the Designated Tax Advisor for further clarification up to maximum 30 min.
 - Venue: Designated Tax Advisor's office or by telephone / online meeting
- Assistance with the **registration and de-registration for tax purposes** in transfer years, as deemed necessary based on home and host country tax law (if not done by Sonova)
- Preparation of requests **for extension of time to file income tax returns**, when applicable
- Responding to **routine inquiries** by home and/or host country tax authorities in relation to the standard tax return of the employee.
- Preparation of a **mandatory standard tax return** relating to the employees Sonova derived income (spousal and/or dependent tax return filling support is not part of authorized serviced in cases / countries of separate tax filing; the employee may arrange support at his/her own expense).

Other personal income (e.g. personal investment income, rental income, capital gains and spousal income) is not subject to the Designated Tax Advisor's support but will be considered by the Designated Tax Advisor in the employee's tax return where reporting is required (joint filing obligation) and provided the employee has submitted a breakdown of this personal (non-employment) income to the Designated Tax Advisor. Any costs associated with the provision of translation or notarization of documents is at the discretion of the employee.

Note that tax advisory (e.g. consultation on personal tax optimization) is also not part of the company paid services by the Designated Tax Advisor's services.

2. Roles and Responsibilities

At the outset of every International Assignment or Transfer, the parties agree to their specific responsibilities. Sonova expects from all parties involved in the process that they are familiar with and abide by the laws, regulations and procedures of respective home and/or host country at all times.

The main responsibilities are listed below. This list is not conclusive and other responsibilities may apply dependent on the case.

Employee

- Attend scheduled tax briefings with the Designated Tax Advisor (cancellations have to be communicated at least 24 hours in advance);
- Ensure that during the tax briefings with the Designated Tax Advisor questions related to (hypothetical) taxes and (hypothetical) social security Contributions as well as tax implications on personal and spousal income (and potential reporting obligations), income from shares (incl. EEAP), vesting, options, etc. are addressed and explored;
- Provide the Designated Tax Advisor with complete and correct information as defined by the Designated Tax Advisor and within timeframes advised by the Designated Tax Advisor;
- Provide the Designated Tax Advisor with details relating to share awards / sales and share option grants / vesting / exercises / sales as soon as such an event occurs;
- Provide the Designated Tax Advisor with all letters / communications received from the tax authorities immediately upon receipt;
- Ensure tax returns in both the home and host country, as applicable, are filed in a correct and complete form and on a timely basis;
- Inform Sonova (local HR / Global Mobility Management) immediately about any changes in the personal circumstances (e.g. birth of child, marriage, separation, divorce, etc.);
- If required, keep travel diary up-to-date;
- Arrange all financial affairs / record keeping so as to comply with all applicable tax laws;
- Responsible for any late filing penalties, fines, interest etc. in case the employee did not provide the required / complete information on time, as instructed by the Designated Tax Advisor.

Tax Advisor

- Conduct tax briefings to discuss home and/or host country tax matters as outlined above;
- Prepare authorized host and/or home country tax returns based on positions that optimize Sonova's total tax burden;
- Provide pre-authorized out of scope services (e.g. respond to notices and inquiries made by the employee and the tax authorities);
- In case of an International Assignment: prepare applicable Tax Reconciliation Calculations;
- Support Sonova in managing in the most efficient manner the ongoing (and potentially, changing) tax implications of an International Assignment.

3. Employee confirmation

I understand my roles and responsibilities and accept Sonova's offer for external tax assistance and agree that my personal data for the ordering and execution of these services can be forwarded to the relevant Designated Tax Advisor.

Place, Date

Signature of Employee