Apttus Corporation 401(k) Plan FAQ
Administered by Fidelity (Plan #13513)

1. **What are the eligibility requirements?**
   - To participate in the 401(k) Plan, you must be a regular employee and age 21 or older.
   - Regular part-time employees may be eligible subject to the conditions described in question #2.

2. **Who is <u>not</u> eligible to join the Plan**?
   - Interns, leased employees, union employees, non-resident aliens, seasonal and part-time employees who work less than 1,000 hours/year.
   - If the employee meets 1,000 hours of employment in a calendar year, he/she would be eligible to participate in the 401(k) plan for the duration of their employment with the Company.

3. **How do I enroll in the Plan?**
   - New employees are eligible to enroll following their first paycheck; at that time, you will be able to elect your deferral percentage and investment funds.
   - This plan has an Automatic Enrollment Policy. If you don't elect a deferral percentage and select your investment funds, you will be automatically enrolled by the Company at 4%.
     - Once you are eligible, you will receive an automatic enrollment notice from Fidelity (mailed to the home address on file).
     - The notice states that you will be auto-enrolled at a future date. The date is specific to each eligible employee.
     - The automatic enrollment date is 30 days from the date indicated on the auto enrollment notice.
   - Change your contribution by logging into www.netbenefits.com.
   - Current employees who have opted out of the plan may enroll at any time.
   - Changes in deferral percentages will take one or two pay periods to go into effect.

4. **Are there different options for contributing to the plan?**
   - You can make traditional (pre-tax), Roth (after-tax), and after-tax contributions to the plan.
   - Pre-tax contributions- contributions are made on a *pre-tax* basis to your account. Pre-tax contributions and any earnings grow tax-free until you start making withdrawals, at which point the withdrawal will be fully taxable.
   - Roth contributions- contributions are made on a *post-tax* basis to your account. Roth contributions and any earnings grow tax-free. Upon withdrawal, you will not pay income tax on contributions or earnings, provided you have reached age 59 ½ and made your first Roth contribution at least five years prior to the withdrawal.
   - After-tax contributions- Like Roth, contributions are made into your account *post-tax*. Contributions and earnings grow tax-free. You will not owe taxes on a withdrawal of your traditional after-tax contributions. However, unlike Roth contributions, you will owe income taxes on any earnings at the time of your withdrawal, unless you choose to convert your after-tax contributions to Roth.

5. **What are my options regarding deferral amounts?**
    - Deferrals will be accepted only as a whole percentage of your compensation.
    - Deferral limits are 1% - 90% of eligible compensation, up to the IRS limit. However, if an employee is catch-up eligible, he/she is permitted to elect 90% of their eligible compensation after applicable taxes and deductions, up to the IRS limit.

6. **What is deferring?**
    - Deferring refers to the amount you are contributing to your 401(k) each pay period (i.e. the election you make via Fidelity's NetBenefits site).

7. **How is compensation defined?**
    - Compensation is defined as base salary, overtime pay, flexible time off, commissions, and Corporate Bonus.

8. **Can I change my deferral amount throughout the year?**
    - Of course! Please log in to www.netbenefits.com or the NetBenefits app.
    - Changes to deferral percentages will take one or two pay periods to go into effect.

9. **How are my contributions invested?**
    - You can select from 13 funds + Vanguard Retirement Series Investments + Self-Directed Brokerage accounts that represent different investment styles and risk profiles.
    - You can allocate your contributions across multiple funds.
    - If you do not choose your investment funds, the funds will default to target investment funds based on your age.

10. **I am a new hire and was enrolled in a 401(k) plan with my prior company. How do I ensure I don't exceed the IRS maximum this year?**
    - Contact Payroll (pr@conga.com) and advise the Payroll team of the amount you have contributed to date. Payroll can then enter this amount and our system will STOP when you reach the annual limit. This information is necessary to prevent you from overcontributing.
    - You can find the year-to-date contribution on your last paystub from your previous employer.
    - If you exceed IRS limits, you will have difficulty preparing your tax return, so be sure to confirm this information.

11. **Can I roll money from a former employer into the 401(k) plan?**
    - Yes, if you have a 401(k) from a previous employer, you may roll it over into Conga's 401(k) plan. You will need to contact your previous 401(k) provider(s) to request a distribution to your Fidelity account. You may also call Fidelity for assistance in the process at 1-800-354-7120 or go to NetBenefits.
    - After-tax contributions, other than ROTH, are not eligible for rollover.

12. Is there a matching contribution?
- Yes, we offer employer matching.

13. What is the company match?
- The company will match 100% of employee contributions, up to 3% of eligible employee compensation (max $4,000)
- You must be deferring at least 3% to receive the maximum match
- There is no vesting period
- Conga matches the pre-tax and Roth (after-tax) contributions only
- After-tax contributions are not eligible
- Employees do not receive matching contributions in pay periods when they are not making a 401(k) contribution

14. What is an example of a calculation of the match?

Annual Salary	$75,000				$120,000			
Salary per pay period	$3,125				$5,000			
Deferral %	2%	3%	5%	30%	2%	3%	5%	30%
Deferral Amount	$62.50	$93.75	$156.25	$937.50	$100.00	$150.00	$250.00	$1,500.00
Match Amount	$62.50	$93.75	$93.75	$93.75	$100.00	$150.00	$150.00	$150.00
Total Match 2021	$1,500.00	$2,250.00	$2,250.00	$2,250.00	$2,400.00	$3,600.00	$3,600.00	$3,600.00

15. What happens to the match contribution if I max out early in the year?
- There will be a 'true-up' at the beginning of the following year to make your account whole. (i.e. 3% of your total compensation will be calculated, and you'll receive the difference between the matching contributions you've already received and the matching contributions to which you're entitled to.
- If you would prefer not to wait for the true-up, you should make sure that you contribute at least 3% each pay period during the year and do not max out prior to year-end.

16. What happens to the match if I am no longer employed at Conga and max out early in the year?
- The Conga plan does not have continuing eligibility requirements on the match. As a result, even if a participant leaves the Company during the year, they will still receive any true-up to which they are entitled when it is funded the following year.

17. How will the company match contributions be invested?
- The matching contributions will be invested proportionately in your current fund elections

18. How much can I contribute in 2024?
- All participants may contribute up to $23,000, less any amount contributed with a prior employer in the same calendar year.
- If you are (or will turn) 50 or older during the calendar year, you may contribute up to an additional $7,500. This is known as a "catch-up" contribution. The total of all contributions is annual deferral of $30,500.

19. How do I convert after-tax money to Roth?

- You will need to call Fidelity to convert your after-tax money to Roth. During this call, you can request that Fidelity automatically convert any after-tax contributions to Roth. Be sure to request they set up automatic conversions of after-tax to Roth, otherwise, you will need to call after each after-tax contribution to initiate the conversion.

20. What if I am 50 or older and do not want to contribute toward the catch-up?

- The Fidelity system does not track the catch-up option separately. If you are 50 or older, contributions will automatically continue until you reach the maximum limit ($30,500). If you do not want to contribute toward the catch-up, you must log into the Fidelity site and change your deferral percentage either to zero if you have reached the $23,000 annual limit or to a lower percentage, so you reach the $23,000 or less by the end of the calendar year. You may also notify Payroll if you wish to have a limit set for your account, and they can ensure a stop is placed at the value you request.

21. How do I request a loan from my account?

- Please log into www.netbenefits.com. Go to Quick Links and choose: Loans & Withdrawals to view more information. Then choose from the type of loan requested and follow the steps to model a loan before completing the process.
- There are two types of loans to choose from:
  - General Purpose - available for any purpose
  - Home Loan - available ONLY to purchase or build a principal residence; not available to renovate or refinance your existing principal residence. Verification of the purchase of the Principal Residence will be required.

22. What amount can I borrow?

- You may borrow up to the lesser of: (1) half of your vested account balance; or (2) $50,000 minus the highest outstanding loan balance in the last 12 months (whichever is less) for a period of up to five years, or 10 years for a home loan, at an interest rate of prime + 1%.

23. I've requested a loan, and it has been approved. What will I receive from Fidelity?

- After your loan is approved you will receive confirmation from Fidelity and you can view your loan details on Netbenefits. Your loan repayment will automatically be deducted from your paycheck once your loan is approved. It is your responsibility to contact Payroll if the deductions are not being taken out of your paycheck.

24. What steps should I take if I currently have an active loan and plan to go out on a leave?

- If you are going out on leave, you continue to be responsible for making payments on your loan if you still receive eligible income through payroll. If you are not, the Leave of Absence status code allows for the deferral of payments for up to 12 months. The biggest consideration regarding suspending payments depends on the maturity date on the loan. So, depending on how long you are out, if you suspend payments and have the loan re-amortized when you return, your payments could be quite high if you do not have much time remaining on the loan.

- You also have the option to pay the loan in full early with no penalty. Please visit Netbenefits or call Fidelity to get more information on this option.

25. What is a hardship withdrawal and how can I request one?

- When you take a hardship withdrawal, you remove the money from your account and don't pay it back.
- Hardships are limited by how much you qualify for, based on documented need. You must provide proof of the need for the amount requested; your requested withdrawal amount must be equal to (or less than) your total documented expense.
- To request a hardship, please go to Quick Links in Netbenefits and choose: Loans & Withdrawals to begin the process.

26. Will I have to pay taxes or fees on my loan or hardship withdrawal?

- Loan: In most cases, you don't pay taxes or penalties on a loan, but you do repay the loan with after-tax dollars plus interest and there may be additional fees. Taking out a loan is not a taxable distribution; therefore, you will not receive IRS Form 1099-R unless you default on your loan.

- Hardship: If you are under age 59 1/2 when you make a withdrawal from your retirement account, you may have to pay an IRS 10% early-withdrawal penalty. This penalty is not withheld when you take the withdrawal, but you will owe it when you file your federal and/or state tax return. Depending on the type of money in your account and your tax situation, you'll also need to pay federal, and possibly state, taxes at your current tax rate.

27. Do I need to set a 401(k) Plan beneficiary if I've already set one for my life insurance?

- Yes, your 401(k)-beneficiary information doesn't carry over from your other benefits, so you must designate a beneficiary on the Fidelity website. You can designate your beneficiary by logging into your account at www.netbenefits.com.