

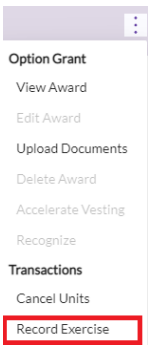
Record an Exercise

Modified on: Thu, 26 May, 2022 at 3:20 PM

An employee can exercise or purchase a stock option at the price set by the option (grant price).

To record an exercise:

- 1. Click Equity Awards in the left menu, select **Grants**.
- 2. Select the stakeholder or search for the stakeholder.
- 3. Click the menu on the right top corner and select **Record Exercise** under Transactions.



4. In the displayed dialog box, the grant details are displayed.

Record Exercise

Stakeholder Name
Aida Burton

Grant Date
Apr 01, 2019

Exercise Price
SGD 0.10

Awarded
20000

* Exercise Date
2022-05-31

Total Units Available for Exercise
19,000

* Exercise all

Yes

No

Exercise Details

Vesting Date	Units Vested (Exercisable)	Units to be Exercised
Apr 1, 2020	5,666	5666
Apr 1, 2021	6,666	6666
Apr 1, 2022	6,668	6668
Total	19,000	19,000

Supporting Documents

Drag & Drop

Choose files

Save Exercise

- 5. To specify the date from which options can be exercised, select the **Exercise Date**.
- 6. If you want to exercise all vested units, click **Yes** in **Exercise all**.

7. Alternatively, you can enter the number of **Units to be Exercised** under the Exercise Details table.
8. Add Supporting Documents by dragging and dropping the file or click Choose files to add any relevant contract or documents.
9. Click **Save Exercise** to complete the process.