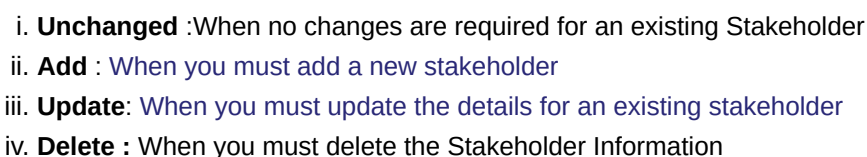


Modified on: Thu, 23 Jun, 2022 at 7:08 PM

1. Sign in to your **Qapita** Account
2. Click **Settings** on the left menu and select **Bulk Upload**
3. Select **Stakeholder-Individual**
4. **Personal Details** is mandatory. You may choose to select Bank Details, Address & Other Details.

5. Scroll down and Select **Download Template** or **Download Template with Data**
 - i. Download Template: to download the template with no data. This is preferable if you are uploading the data for the first time.
 - ii. Download Template with Data: to download the template with existing data. If you choose to add new stakeholders to the already existing data or modify the existing stakeholder's data.

A. Click on **Action** dropdown and select “Unchanged/Add/Update/Revert”



C. Is Employee: Choose Yes/No

- D. **Employee ID:** If the stakeholder is an employee, please input the Employee ID
- E. **Status: Choose:** Active/Inactive
- F. **First Name**
- G. **Last Name**
- H. **Legal Name** (full legal name)
- I. **Email ID**
- J. **Date of Birth: in the format (yyyy-mm-dd)**
- K. **Mobile**
- L. **Commencement Date:** For employees, this could mean the Start Date of their Employment and for other Stakeholders, it could mean the start date of the contract agreed upon. It should be in the format (yyyy-mm-dd).
- M. **Supporting Documents :** If any, please mention the file name of the supporting document(s).

6. Save the File

7. On the Bulk Upload page of your Qapita Account, please click on **Upload File** at the right bottom of the page

8. Click on **Choose File** and upload the saved file for **Stakeholder Individual**

Bulk Upload

Progress: 1. Select Template (✓) 2. Upload & Validate Data 3. Upload Support Documents 4. Review

Upload Modified Data template
Add / Modify data in downloaded Data template and upload it back.

Drag and Drop Files to Upload

Choose File

plus Bulk upload template (4).xlsx

✓

Records	Total Count	New	Modified	Unchanged	Errors	Supporting documents to be updated
Individual Stakeholder	0	0	0	0	0	0

Download Error Spreadsheet

Download Error Spreadsheet

Previous Next

i. When the file is uploaded you can see the green dot against the file.

ii. If there are any errors on the Spreadsheet, you can see the number of errors on the sheet under **Errors** and click on **Download Error Spreadsheet** to make the changes and upload it back.

9. Click on **Next**

10. Upload **Support Documents** if any. You can view these documents uploaded in the transactions against the respective stakeholder.

Bulk Upload

1

Select Template

2

Upload & Validate Data

3

Upload Support Documents

4

Review

Upload Supporting Documents

Upload any supporting documents for uploaded files.

Drag and Drop Files to Upload

Choose File

Records	Total Count	Successful	Missing	Errors
<div>No Data</div>				

Download Error Spreadsheet

Download Error Spreadsheet

Previous

Save

To view these documents uploaded on the application, click **Ownership** on the left menu and select Transactions.

Transactions

Share Issuances

Convertible Issuances

Warrant Issuances

Share Buyback

Share Transfers

Share Issuances (Equity Awards)

Search

Q

Cert. Code	Tags	Stakeholder	Share Class	Shares	Price Per Share	Issued Date	Documents
-		John Tan	CS	1,500,000	SGD 0.10	Jan 1, 2018	<div>+2</div>
-		Ryan Lee	CS	1,500,000	SGD 0.10	Mar 25, 2018	<div>+2</div>

11. Click on **Save**
12. **Review** all the details and click on **Close**.