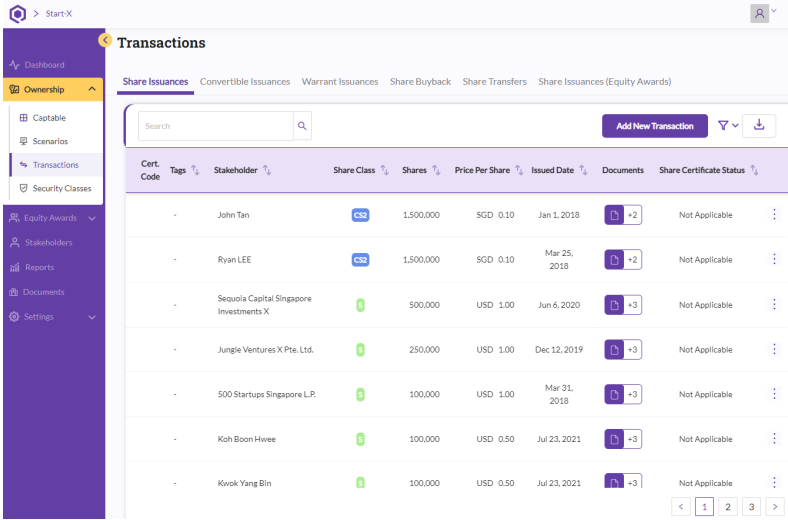


Add Share Issuances

Modified on: Thu, 26 May, 2022 at 3:25 PM

To add a new share issuance transaction:

- 1. Click **Ownership > Transactions** in the left menu. By default, the Share Issuances screen is displayed.



- 2. Click **Add New Transaction**.
- 3. In the display Add New Share Issuance dialog box, enter the following details:

Add New Share Issuance

* Stakeholder

Enter Stakeholder

* Share Class

Select Share Class

Certificate Code

Enter Certificate Code

* Date of Issuance

Select Date

* Number of Shares

Enter Number of Shares

* Price Per Share

SGD

Enter Amount

Exchange Rate

Enter Exchange Rate

* Total Amount Invested (Computed)

SGD

Tags

Select or Enter New Tag

Additional Comments

Generate Share Certificate

* Signatory 1

Ramar

* Signatory 2

Pra kar

* Template

Share Certificate

Supporting Documents

Drag and Drop Files to Upload

Choose File

Save and Close

Save and Add New

- Type the first letter of the **Stakeholder** name. From the displayed list of stakeholders, select the appropriate one.

Note: If the stakeholder's name is not displayed, please register the stakeholder first.

- Select the relevant **Share Class**.

* Share Class

Ordinary

Ordinary

Series V

Equity Shares - ESOP

Seed

Series A

Series B

Test Seed

- Type the **Certificate Code**. Ensure that this is a unique identifier.
- Select the **Date of Issuance**.
- Enter the **Number of Shares** being issued to the stakeholder.
- Select the **Currency** and enter the **Price per share** if the currency is different from the company's base currency. Once you enter the price per share, the Total Amount Invested (Computed) is calculated and displayed.
- Specify the Exchange Rate if you choose a currency different from the company's base currency.
- Type the **Tag** you would like to capture. For example, you may want to include a tag for a department, or for the grant event.
- Enter any **Additional Comments** related to this stakeholder.
- Click **Generate Share Certificate** if you want to include a signed Share Certificate.
- Select **Signatory 1**.
- Select **Signatory 2**.
- Select the **Template** to include in the Share certificate.
- Click **Choose File** to upload Supporting Documents. Navigate to the file location, select the file, and click **Open**.

Click **Save and Add New**.

***Note:** The supporting documents may vary from company to company.*