

# Add Convertible Issuance

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To add a convertible issue transaction:

1. Click **Ownership > Transactions** in the left menu. By default, the Share Issuances screen is displayed.
2. Click **Convertible Issuances** tab.
3. Click **Add New Transaction**.
4. In the display **Add New Convertible Issuance** dialog box, enter the following details:

Add New Convertible Issuance

\* Stakeholder

Select Stakeholder

\* Convertible Class

Select Convertable Class

\* Date of Issuance

Select Date

\* Maturity Date

Select Date

\* Amount Invested

SGD

Exchange Rate

Enter Exchange Rate

Tags

Select or Enter New Tag

Supporting Documents

Drag and Drop Files to Upload

Choose File

Save and Close

Save and Add New

5. 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.

6. Select the relevant **Convertible Class**.

\* Convertible Class

Select Convertable Class

Convertible Note 1

Convertible Note A

Safe Note A

Safe Note B

7. Select the **Date of Issuance**.
8. Select the **Maturity Date**.

9. Select the **Currency** and enter the **Amount Invested** if the currency is different from the company's base currency.
10. Specify the Exchange Rate if you choose a currency different from the company's base currency.
11. 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.
12. Click **Choose File** to upload Supporting Documents. Navigate to the file location, select the file, and click **Open**.
13. Click **Save and Add New**.

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