

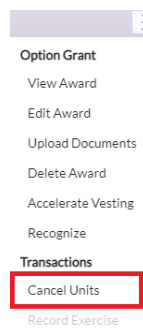
Cancel Units in an Option Award

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

A company may cancel the options offered to an employee if the employee leaves the company before they vest.

To cancel units:

1. Click Equity Awards in the left menu, select **Grants**.
2. Select the stakeholder or search for the stakeholder.
3. Click the menu and select **Cancel Units** under Transactions.



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

Cancel Units

Stakeholder Name
Aida Burton

Grant Date
May 18, 2022

Exercise Price
SGD 12.00

Units Awarded
100

* Cancellation Date: 2022-05-18

* Cancel All Units: Yes No

Vesting Details

Period	Vesting Date	Unvested Units	Vested Units	Units to be Cancelled
1	May 18, 2022	50	0	50
2	Jun 18, 2022	8.333	0	8.333
3	Jul 18, 2022	8.333	0	8.333
4	Aug 18, 2022	8.333	0	8.333
5	Sep 18, 2022	8.333	0	8.333
6	Oct 18, 2022	8.333	0	8.333
7	Nov 18, 2022	8.335	0	8.335
Total		100	0	100

Reason for cancellation: mention your reason

Comments
Enter Surrender amount or other details pertaining to cancellation

Supporting Documents

Drag & Drop

Choose files

Cancel Units

- To specify the date from which options will be cancelled, select the **Cancellation Date**. Note that the Cancellation date should be between grant date and current date.
- If you want to cancel both Unvested and Vested units, click **Yes** in **Cancel All Units**.
- Alternatively, you can enter the number of **Units to be Cancelled** under the Vesting Details table.
- Type the **Reason for cancellation**.
- Type any relevant **Comments** for the cancelling options.
- Add Supporting Documents by dragging and dropping the file or click Choose files to add any relevant contract or documents.

- Click **Cancel Units** to complete the process. This ensures that all cancelled (unvested or vested) units are added to the Cancelled bucket.