

Add a Share Class in QapMap

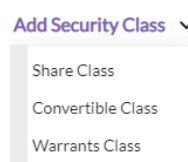
Modified on: Wed, 18 May, 2022 at 6:01 PM

Adding a share class in QapMap is a simple and easy process. Before adding a new transaction, a share class is added, if the share class of that transaction is not already existing.

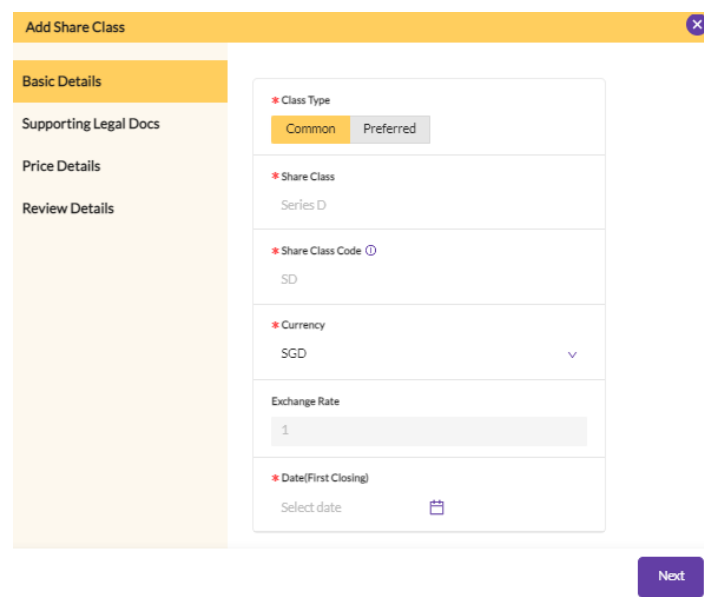
We suggest you have Shareholders' Agreement (SHA) and Share Subscription Agreement (SSA) documents in place before you start with this.

Basic Details

1. To add a Share Class, click **Add Security Class** drop-down and select **Share Class**.



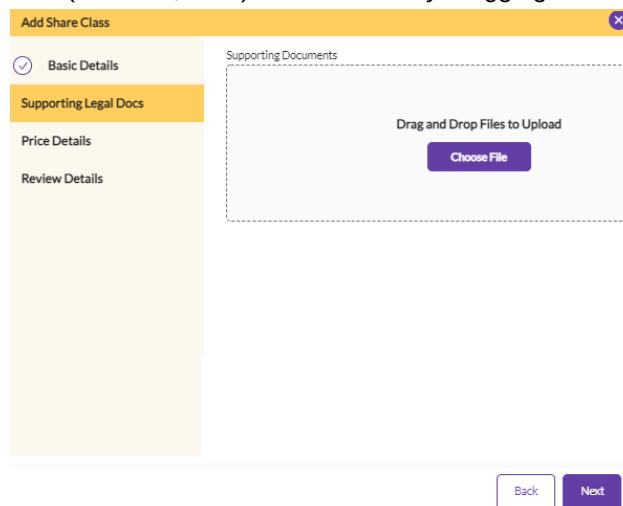
2. You can Choose "**Common**" for Equity shares and "**Preferred**" for Preference Shares.

A screenshot of the 'Add Share Class' form. The form has a yellow header bar with the title 'Add Share Class' and a close button. On the left, there is a sidebar with four tabs: 'Basic Details' (selected), 'Supporting Legal Docs', 'Price Details', and 'Review Details'. The main content area shows the 'Basic Details' form with the following fields: 'Class Type' (radio buttons for 'Common' and 'Preferred', with 'Common' selected), 'Share Class' (text input with 'Series D'), 'Share Class Code' (text input with 'SD'), 'Currency' (dropdown menu with 'SGD'), 'Exchange Rate' (text input with '1'), and 'Date(First Closing)' (calendar icon). A 'Next' button is located at the bottom right of the form.

3. Select the **Class Type**. You can choose a share class to be common or preferred.
Share Classes with any additional rights or preferences can be classified under preferred share class
4. Type the **Share Class** to reflect the current funding series.
5. Type the **Share Class Code** by which the share class will be recognised. The code you enter here is displayed for applicable shareholders in the dashboard. You can enter a two-three letter or numeric code to keep it share class short on the Cap table.
6. Select the appropriate **Currency** and corresponding **Exchange Rate** for the currency.
7. As the last step, select the **First Closing Date**. This is the date when the investors commit to making the first investment in that share class.

Supporting Legal Docs

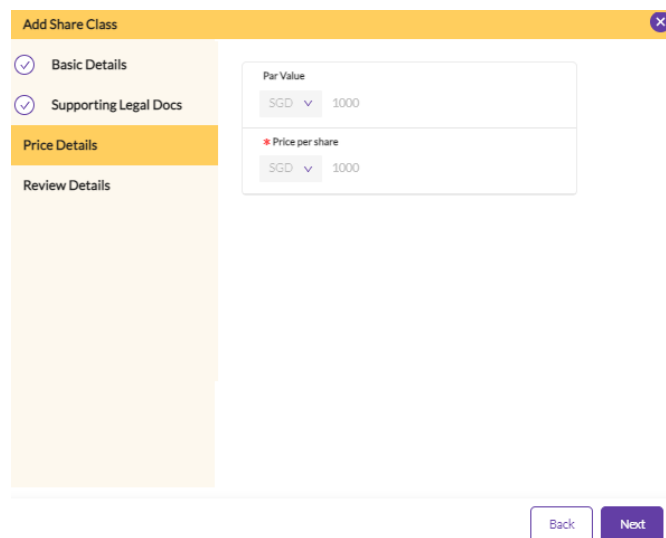
You can upload supporting documents (like SSA, SHA) for the round by dragging and dropping the files.



The screenshot shows the 'Add Share Class' form with a sidebar on the left containing four steps: 'Basic Details' (checked), 'Supporting Legal Docs' (active), 'Price Details', and 'Review Details'. The main area is titled 'Supporting Documents' and contains a dashed box with the text 'Drag and Drop Files to Upload' and a 'Choose File' button. At the bottom right are 'Back' and 'Next' buttons.

Price Details

Next, you can specify the **Price Details** for the Share Class.



The screenshot shows the 'Add Share Class' form with the sidebar updated: 'Basic Details' and 'Supporting Legal Docs' are checked, 'Price Details' is active, and 'Review Details' is next. The main area has two input fields: 'Par Value' with a dropdown set to 'SGD' and a value of '1000', and '* Price per share' with a dropdown set to 'SGD' and a value of '1000'. At the bottom right are 'Back' and 'Next' buttons.

1. Set the **Par value** for the Share Class in the appropriate **Currency**. This is the face value, or the minimum value at which shares can be issued. This can be found in the Company's Incorporation documents.
2. Set the agreed upon **Price per share** in the appropriate **Currency** for the Share Class. This is the Price at which the share class will be issued.

Review Details

Finally, you can review all the details entered and click **Create new Share class**.

Add Share Class

Basic Details

Supporting Legal Docs

Price Details

Review Details

Basic details

Class Type

Common

Share Class-

Share Class Prefix-

Currency-

Exchange Rate-

Date (First Closing)-

Price details

Par Value

Price Per Share

Documents

No Documents

Back

Create new Share Class