

# Share Transfer Transaction

Modified on: Thu, 23 Jun, 2022 at 7:10 PM

You can record multiple historical share transfers via Bulk Upload functionality.

1. Sign in to your Qapita Account
2. Click **Settings** on the left menu and select **Bulk Upload**
3. Select **Share Transfer Transaction**
4. **Buying Stakeholder, Selling Stakeholder, Transfer Date, Number of Shares, Price Per Share, Currency, Share Class** are mandatory columns. You may choose to add columns such as Additional Comments & Tags.

☒ Share Transfer Transaction

☐ Select All

☒ Buying Stakeholder

☒ Transfer Date

☒ Price per share

☒ Share Class

☐ Additional Comments

☒ Selling Stakeholder

☒ Number of shares

☒ Currency

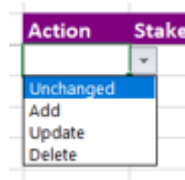
☐ Tags

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 transfer records to the already existing data or modify the existing transfer transactions.

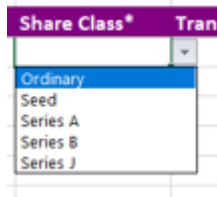
1. Action Column # change the value from unchanged to add / update / delete whenever you enter / modify / delete in a row.													
2. Do not leave mandatory columns as empty. It will result in an error while processing.													
3. Do not input any data in Transaction Id column, Transaction Id is auto generated.													
4. In case there are multiple stakeholders with same legal name, application expects stakeholder id against the transaction.													
5. Refer the stakeholder reference sheet to get the stakeholder id.													
Action	Transaction Id	Seller Legal Name*	Seller Stakeholder Id	Buyer Legal Name*	Buyer Stakeholder Id	Share Class*	Transfer Date* (yyyy-mm-dd)	Number of Shares*	Currency*	Price Per Share*	New Certificate ID	Certificate ID	Supporting Documents
									</				

- A. Click on **Action** dropdown and select "Unchanged/Add/Update/Revert"



- i. **Unchanged** : When no changes are required for an existing transfer
- ii. **Add** : When you must add a new transaction
- iii. **Update**: When you must update the details for an existing share transfer
- iv. **Delete** : When you have to delete the Stakeholder Information

- B. **Transaction ID:** Do not input data in Transaction ID column as this is Autogenerated.
- C. **Seller Legal Name**
- D. **Seller Stakeholder ID:** Refer the stakeholder reference sheet to get the stakeholder id
- E. **Buyer Legal Name**
- F. **Buyer Stakeholder ID:** Refer the stakeholder reference sheet to get the stakeholder id
- G. **Share Class:** Choose from the drop down.



- H. **Transfer Date**
- I. **Number of Shares**
- J. **Currency**
- K. **Price per share**
- L. **New Certificate ID**
- M. **Certificate ID**
- N. **Supporting Documents:** If any, please mention the name of the supporting documents.

#### 6. Save File

7. On the Bulk Upload page of your Qapita Account, please click on **Upload File** at the right bottom of the page. Click on **Choose File** and upload the saved file for **Share Transfer Transaction**

**Bulk Upload**

Progress: 1. Select Template (Completed) → 2. Upload & Validate Data (Active) → 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

bulk upload template (10).xlsx

Records	Total Count	New	Modified	Unchanged	Errors	Supporting documents to be updated
Share Transfer	0	0	0	0	0	0

Download Error Spreadsheet

Download Error Spreadsheet

Previous Next

#### 8. Click on **Next**

9. 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

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>

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