

Add an Individual Stakeholder

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When you raise a new round of investment that includes new stakeholders, you can add them in QapMap. These stakeholders may be individual or institutional. In either case, the process is simple.

To add an individual stakeholder:

1. Access the Stakeholder page by clicking **Stakeholders** in the menu on the left.
2. Click **Add New Stakeholder**. The Add Stakeholder screen is displayed.
3. Select **Individual** in the **Stakeholder Type** dropdown.

4. Under **Personal** details, enter the following details:

- a. Select if the individual is an **Employee** or not by clicking Yes or No.
- b. Enter the **Legal Name**, **First Name**, and **Last Name** of the individual. These are mandatory fields.
- c. Enter the **Email** address of the individual, **Employee ID**, **Mobile** number, **Date of Birth**, and
- d. **Commencement Date** of her/his stake in the company.
- e. The **Date of Separation** and **Reason for Separation** are displayed if the individual is no longer a stakeholder in your company.

5. Under **Address**, enter the **Address Line 1**, **Address Line 2**, and **Address Line 3**, **City**, **State**, **Country** and **Zip**.

6. Under **Bank** details, enter the **Account Name**, **Account Number**, **Bank Name**, **IFSC Code**, **Swift Code**, and **Branch Name**. Please note that typing the bank name or any other field, some other fields become mandatory. Dharuni to check this.

7. Other Details such as Aadhar Number can be configured from Stakeholder configuration under Settings tab.

8. You can upload any **Documents** relevant to the stakeholder.

- a. Identity Documents of the stakeholder or any employment contract/ KYC documents.
- b. To do this, click **Choose File**.
- c. Click **Save** to add the document.

9. Click **Save** to complete the process of adding an individual stakeholder.