

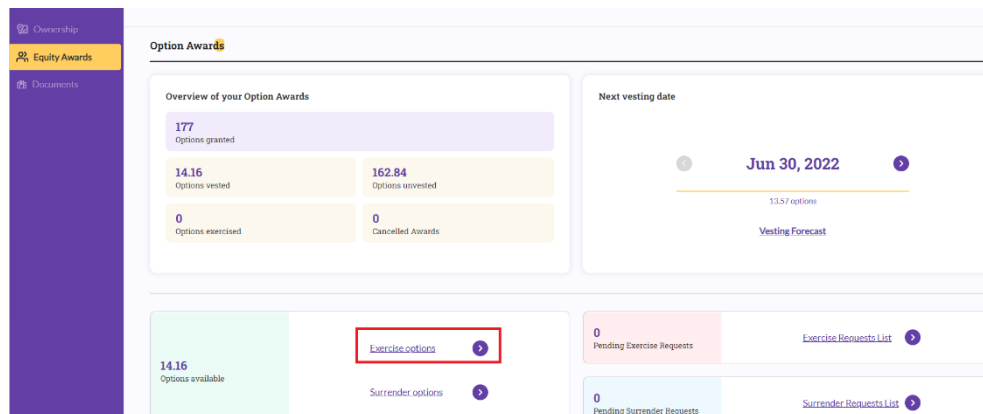
Exercising Vested Options by Employees

Modified on: Tue, 28 Jun, 2022 at 1:33 PM

As employee, you can realise your gains on your awarded options that are vested. You will first have to exercise your vested options to receive shares.

How to Exercise Vested Options?

1. Sign in to your **Qapita Account**
2. Click on **Equity Awards** on your Left Menu
3. Click on **Exercise Options**



4. On the **Exercise Page** – Enter your **Personal** and **Nominee** Details and click on **Next**

5. On the **Exercise Page**, enter the required number of options you wish to Exercise. If you wish to Exercise all your Vested options, select “Yes” or Select “No” and enter the preferred number of options under **Exercise Quantity** instead.

← Exercise

1 Confirm your Details 2 Exercise 3 Payment Details 4 Review Exercise

Select options to exercise
Please select number of options to be exercised

Exercise All Limits:
Yes No

Plan Name	Certificate ID	Grant Date	Exercise Price (per option)	Exercise Quantity	Exercise Amount
Option Plan 22	-	May 30, 2022	SGD 100.00	10 <small>Available Units: 14,16</small>	INR 56,682.32

Do you want to view estimated tax payable on the exercise? [Show tax simulator](#)

[Exercise Summary](#)

Previous Next

Click on **Show Tax Simulator** to view the estimated tax payable on the Exercise based on tax rate selected by you. It will automatically calculate the tax payable and display the below information for illustration purposes.

Do you want to view estimated tax payable on the exercise? [Hide tax simulator](#)

Tax Simulator

Note: This is just the estimated tax amount (for view purpose only) and tax to be paid on exercise shall be calculated by the company and deducted from your payroll.

Please select tax rate applicable to you from the slider.

20 %

0% 100%

Estimated tax payable based on tax% selected:

FMV (Fair market value) per share	INR 68,018.78
No. of options to exercise	10
Estimated tax payable	INR 124,701.10

[Show tentative tax breakdown](#)

Click on **Exercise Summary** to confirm the Exercise Amount that is payable. The payment will need to be made to your employer in order for you to be able to finalize your exercise request.

Exercise Summary

Options to Exercise	Exercise Amount
10	INR 56,682.32

Verify the details on the **Exercise** page and click on **Next**.

6. On the **Payment Details** page, provide the confirmation details of the option cost payment you've made and proceed to confirm your exercise. You must enter the **Transaction Reference Number** you may have received from your Bank following your payment to the company. Update the **Transaction Date**, **Bank Name**, **Branch** and the **Type of Account** and click on **Next**.

← Exercise

Confirm your Details Exercise **3** Payment Details Review Exercise

Payment details
Update payment details and proceed to confirm your exercise

Enter your wire transfer details

* Transaction Reference Number:

* Transaction Date:

* Bank:

* Branch:

* Type of Account:

Previous Next

7. **Review Exercise** is the final step to submit your exercise for approval.

Note: Once the exercise request is approved, you cannot cancel the exercise. To cancel the exercise request before it is approved, you must contact your company administrator.

← Exercise

Confirm your Details Exercise Payment Details **4** Review Exercise

This is the final step to submit your exercise for approval
Once the exercise request is approved, you cannot cancel the exercise. To cancel the exercise request before it is approved, please contact your administrator.

Exercise Summary

Options Exercised	Exercise Amount	INR
10	56,682.319	

Hide details

Plan Name	Certificate ID	Grant Date	Exercise Price	Options Exercised	Exercise Amount
Option Plan 22		May 30, 2022	SGD 100.00	10	INR 56,682.319

Payment details

Personal details

Nominee details

Please confirm your details before submitting the exercise.

☒ On submitting the exercise request, I agree that I am bound by the terms and conditions of the ESOP Plan. I have read and understood clauses relating to the ESOP Plan document and shall abide by them. I authorise the Company to deduct applicable tax on exercise of the above options from my salary.

☐ Please note that, clicking submit exercise button your exercise will not be submitted

Previous **Submit**

Upon verifying the options and the amount Exercised, please review your personal, nominee and payment details again. Confirm by checking the box and clicking **Submit**.

8. You will receive a pop up that will outline the **remaining steps before your Exercise request is completed**. You will receive an email notification whenever the status of your Exercise is updated.

Congratulations!
Your exercise request << Ex-45 >> has been submitted
You will receive an email once your company approves your exercise request

Next steps to complete your exercise

Exercise Submitted 31 May 2022

Payment Confirmation
Receive confirmation of payment from Company

Exercise Approval
Receive notification of exercise approval from Company

Company issues certificate
Company allots Shares

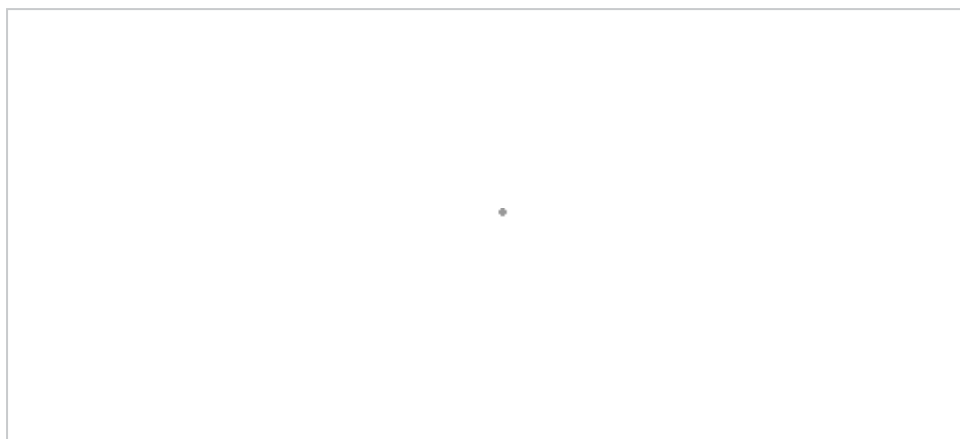
You will receive an email notification whenever the status of your exercise is updated.
You can go to the Equity Awards page [to exercise exercise](#) to check the status of your exercise.

Close

View Exercise Requests Lists

QapMap allows employees to track all the Exercise Requests submitted on the account.

You can access this information by clicking on **Exercise Requests Lists** on the **Equity Awards Page**.



Note: the “Exercise Options” menu will be visible to you only when your company admin enables it. If you have any questions about your ability to exercise, please reach out to your company administrator.