

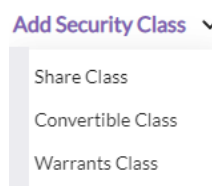
# Add a Convertible Class in QapMap

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Adding a convertible class in QapMap is a simple and easy process. A new Convertible Class is to be added if it the same class has not been added earlier.

We suggest you have Agreements for the convertible security documents in place before you start with this.

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



## Basic Details

In the displayed Add Convertible Class dialog box, start by entering the Basic Details.

 A screenshot of the "Add Convertible Class" dialog box. The dialog has a title bar with a close button. Below the title bar is a progress bar with five steps: "Basic Details", "Conversion Parameters", "Redemption Parameters", "Documents", and "Review". The "Basic Details" step is currently active. The form contains several fields:
 

- Convertible Type**: A dropdown menu with a downward arrow.
- Convertible Class**: A text field containing "Convertible Note A".
- Convertible Class Prefix**: A text field containing "CN-A".
- Share Class**: A dropdown menu with "Ordinary" selected and a downward arrow.
- Currency**: A dropdown menu with "SGD" selected and a downward arrow.
- Exchange Rate**: A text field containing "1.00".
- Issue Date**: A date picker field with "Select Date" and a calendar icon.
- Maturity (in months)**: A text field containing "90".

 At the bottom right of the dialog is a purple "Next" button.

1. Select the appropriate Convertible Type. The options are:
  - a. Select **Custom** to specify the various parameters of your convertible note.
  - b. Select **SAFE** to record your SAFE notes.
  - c. Select **KISS** to record your KISS notes.
2. Type the name for the class in the **Convertible Class** field.
3. Type the **Convertible Class Prefix** by which the convertible 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 Captable.
4. Next, select the **Share Class** which this Convertible class is associated with. Note that the list you see here comes from security classes added earlier.

5. Select the appropriate **Currency** for the Convertible class.
6. Type the Exchange Rate as defined by the company charter.
7. Select the **Issue Date** for issuing the Convertible Note
8. Type the **Maturity period (in months)** for the Convertible class.

## Conversion Parameters

Next, you can specify the Conversion Parameters for the Convertible class.

The screenshot shows the 'Add Convertible Class' form with the 'Conversion Parameters' tab selected. The form has a progress bar at the top with five steps: Basic Details (completed), Conversion Parameters (active), Redemption Parameters, Documents, and Review. The 'Conversion Parameters' section includes the following fields:

- Valuation Cap Type:** Radio buttons for 'Price' and 'Valuation' (selected).
- Valuation Cap:** A dropdown menu showing 'SGD'.
- Valuation Floor Type:** Radio buttons for 'Price' and 'Valuation' (selected).
- Valuation Floor:** A dropdown menu showing 'SGD'.
- Conversion Discount (%):** A text input field containing '33.33'.
- Conversion Trigger:** A dropdown menu showing 'SGD'.
- Conversion Interest Rate:** A section with the label 'Include Conversion Interest Rate:' and radio buttons for 'Yes' and 'No' (selected).

At the bottom right of the form, there are 'Previous' and 'Next' buttons.

1. Select the **Valuation Cap Type**.
2. Select the currency and type the value of the **Valuation Cap**.
3. Select the **Valuation Floor Type**.
4. Select the currency and type the value of the **Valuation Floor**.
5. Type the **Conversion Discount (%)**.
6. Select the currency and type the value of the **Conversion Trigger**.
7. Select the **Include Conversion Interest Rate**.

## Redemption Parameters

Next, you can specify the redemption parameters for the Convertible class.

The screenshot shows the 'Add Convertible Class' form with the 'Redemption Parameters' tab selected. The progress bar at the top indicates the following steps: Basic Details (completed), Conversion Parameters (completed), Redemption Parameters (active), Documents, and Review. The form contains three main sections:

- Redemption Parameters:**
  - Seniority:** A dropdown menu with '2' selected.
  - Multiplier:** A text input field with '1.5x' entered.
  - Participating or Not:** Radio buttons for 'Yes' and 'No', with 'No' selected.
  - Convertible:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Seniority Preview:** A table showing the hierarchy of classes.
 

Convertible Class	Seniority Level	Payout Order
Convertible Note 1	1	1
Convertible Note A	1	1
Safe Note A	1	1
Safe Note B	1	1
- Redemption Interest Rate:** A section with the label 'Include Redemption Interest Rate' and radio buttons for 'Yes' and 'No', with 'No' selected.

At the bottom right, there are 'Previous' and 'Next' buttons.

1. Enter **Seniority** to set the payout preference to the share classes.
2. Enter **Multiplier** for the redemption.
3. Select **Yes** in **Participating or Not** if you want to include the **Participating Cap**.
4. Select the **Convertible**.
5. Use the **Seniority Preview** to view the class, seniority level, and payout order. The Convertible Class with highest seniority will be paid out first. The payout will be in preference to all share classes.
6. Select **Yes** in **Include Redemption Interest Rate** if you want to include interest in the redemption.

## Documents

You can upload supporting documents for the round by dragging and dropping the files.

The screenshot shows the 'Add Convertible Class' form with the 'Documents' tab selected. The progress bar at the top indicates the following steps: Basic Details (completed), Conversion Parameters (completed), Redemption Parameters (completed), Documents (active), and Review. The form contains a large dashed box for uploading documents, with the text 'Drag and Drop Files to Upload' and a 'Choose File' button. At the bottom right, there are 'Previous' and 'Next' buttons.

## Review

Finally, you can review all the details entered and click **Save**.

Add Convertible Class

Basic Details

Conversion Parameters

Redemption Parameters

Documents

Review

Basic Details

Convertible Type

Convertible Class

Convertible Class Prefix

Share Class

Currency

Exchange Rate

Issue Date

Maturity Period

Conversion Parameters

Valuation Cap

Valuation Floor

Convertible Discount (%)

Conversion Trigger

Conversion Interest Rate

Rate (Annual) (%)

Accrual Period

Compounding Method

Redemption Parameters

Seniority

Multiplier

Participating

Participating Cap

Convertible

Redemption Interest Rate

Rate (Annual) (%)

Accrual Period

Compounding Method

Documents

No Documents

Previous

Save