

Add Share Issuances (Equity Awards)

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To add a share transfer transaction:

1. Click **Ownership > Transactions** in the left menu. By default, the Share Issuances screen is displayed.
2. Click **Share Issuances (Equity Awards)** tab.
3. Click **Add New Transaction**.
4. In the display **Add New Share Issuances (Equity Awards)** dialog box, select the Type of Award.

If you select Option Award:

Add New Share Issuances (Equity Awards) X

* Type of Award

☒ Option Award
 ☐ Share Award

* Stakeholder

Jai Mays v

* Exercise RequestID

Ex-3 | Nov 30, 2021 x

Ex-4 | Mar 3, 2022 x v

Exercise details for selected transaction

Share Class

Options exercised

Ordinary

450

* Date of Issuance

Select Date v

* Number of Shares

450

Certificate Code

Enter Certificate Code

Tags

Select or Enter New Tag

Supporting Documents

Drag and Drop Files to Upload

Choose File

Save and Close

Save and Add New

- a. Enter the **Stakeholder** name.
- b. Select their **Exercise Request ID**. You can select all entries where share issuance is pending.
- c. Select the **Date of Issuance**.
- d. Enter the **Number of Shares**.
- e. Enter the Certificate Code.
- f. Select or **Enter New Tag**, you would like to capture. For example, you may want to include a tag for a department, or for the grant event.
- g. Click **Choose File** to upload Supporting Documents. Navigate to the file location, select the file, and click **Open**.

If you select Share Award:

Add New Share Issuances (EquityAwards) ✕

*** Type of Award**
☐ Option Award ☒ Share Award

Type of Issuance
☐ Partial Issuance ☒ Full Issuance

*** Stakeholder**
Mae Redman ▼

*** Grant Date**
Nov 1, 2019 ✕ ▼

Exercise details for selected transaction

Share Class	Options Vested
Ordinary	13,332

*** Date of Issuance**
Select Date 📅

*** Number of Shares**
13332

Certificate Code
Enter Certificate Code

Tags
Select or Enter New Tag

Supporting Documents

Drag and Drop Files to Upload
Choose File

Save and Close Save and Add New

- Select the **Type of Issuance**.
 - Enter the **Stakeholder** name.
 - Select the **Grant Date**.
 - Select the **Date of Issuance**.
 - Enter the **Number of Shares**.
 - Enter the **Certificate Code**.
 - Select or **Enter New Tag**, you would like to capture. For example, you may want to include a tag for a department, or for the grant event.
 - Click **Choose File** to upload Supporting Documents. Navigate to the file location, select the file, and click **Open**.
5. Click **Save and Add New**.