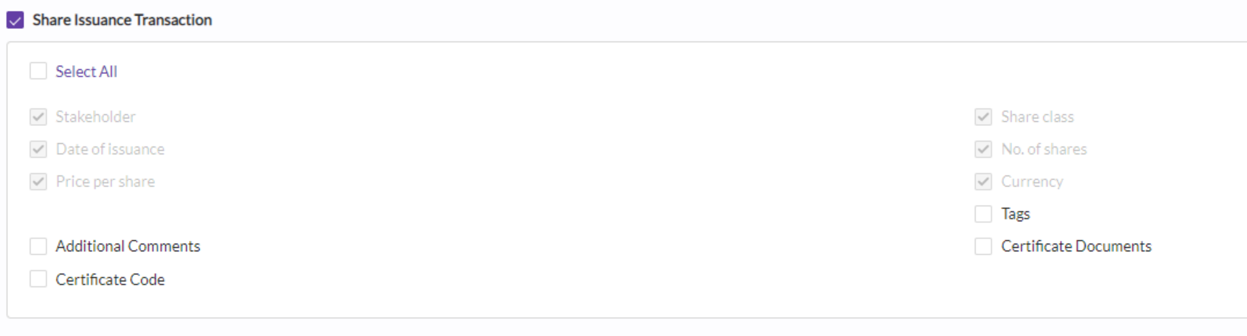
Share Issuance/Convertible Issuance/ Warrant Issuance/ Share Buyback Transaction

Modified on: Thu, 23 Jun, 2022 at 7:09 PM

Capturing historical transactions is a key step as part of the onboarding process, and in the course of ongoing administration. Bulk upload functionality allows you to capture large amounts of data for various transaction types in a single file import.

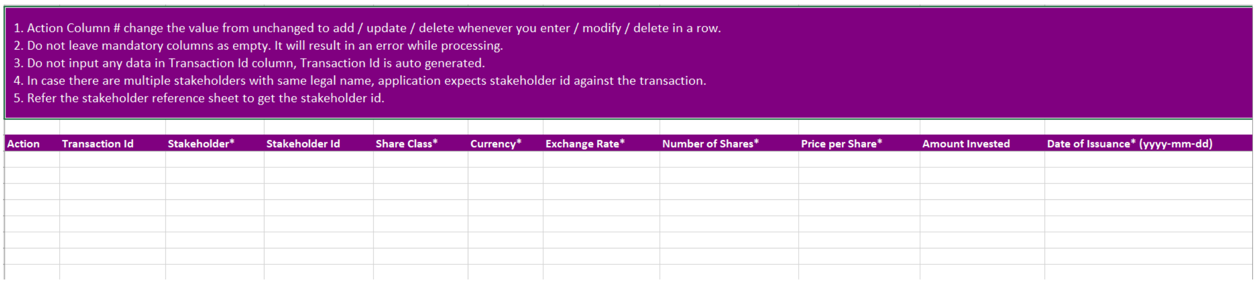
1. Sign in to your **Qapita** Account
2. Click **Settings** on the left menu and select **Bulk Upload**
3. Select **Share Issuance, Convertible Issuance, -Warrant Issuance, and/orShare Buyback Transaction** template(s)
4. **Stakeholder, Date of Issuance, Price per share, Share class, No. of shares, Price per share and Currency are mandatory columns**. You may choose to add columns such as Additional Comments, Tags, Certificate Code and Certificate Documents.



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 transactions to the already existing data or modify the existing transactional data.

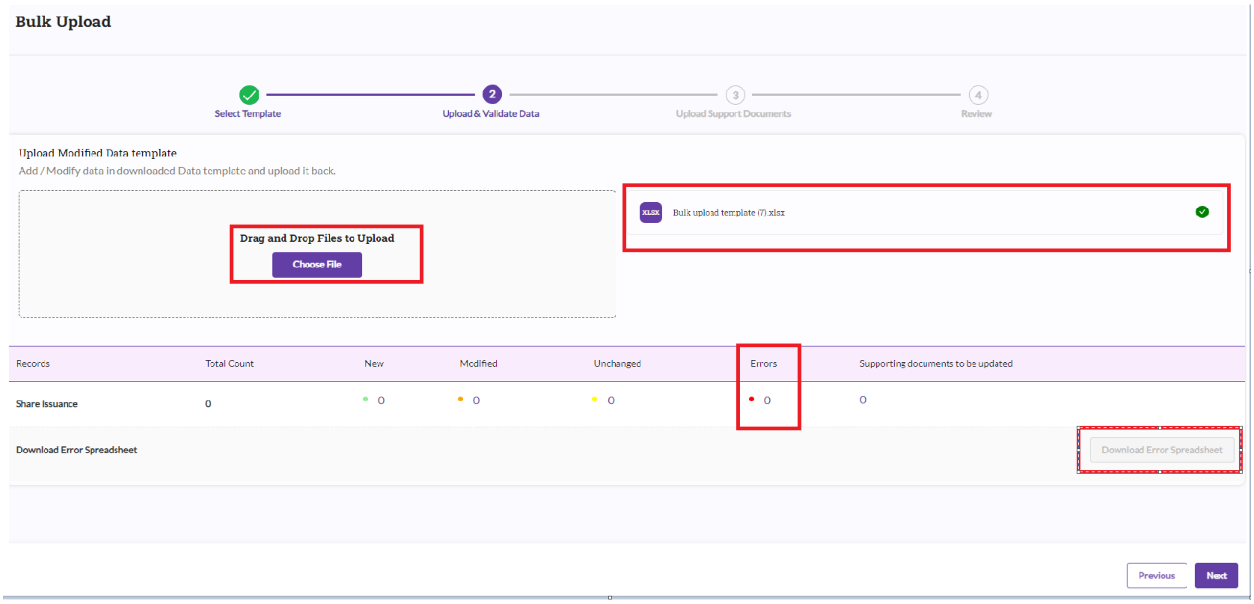


1. Action Column # change the value from unchanged to add / update / delete whenever you enter / modify / delete in a row.
2. Do not leave mandatory columns as empty. It will result in an error while processing.
3. Do not input any data in Transaction Id column, Transaction Id is auto generated.
4. In 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	Stakeholder*	Stakeholder Id	Share Class*	Currency*	Exchange Rate*	Number of Shares*	Price per Share*	Amount Invested	Date of Issuance* (yyyy-mm-dd)

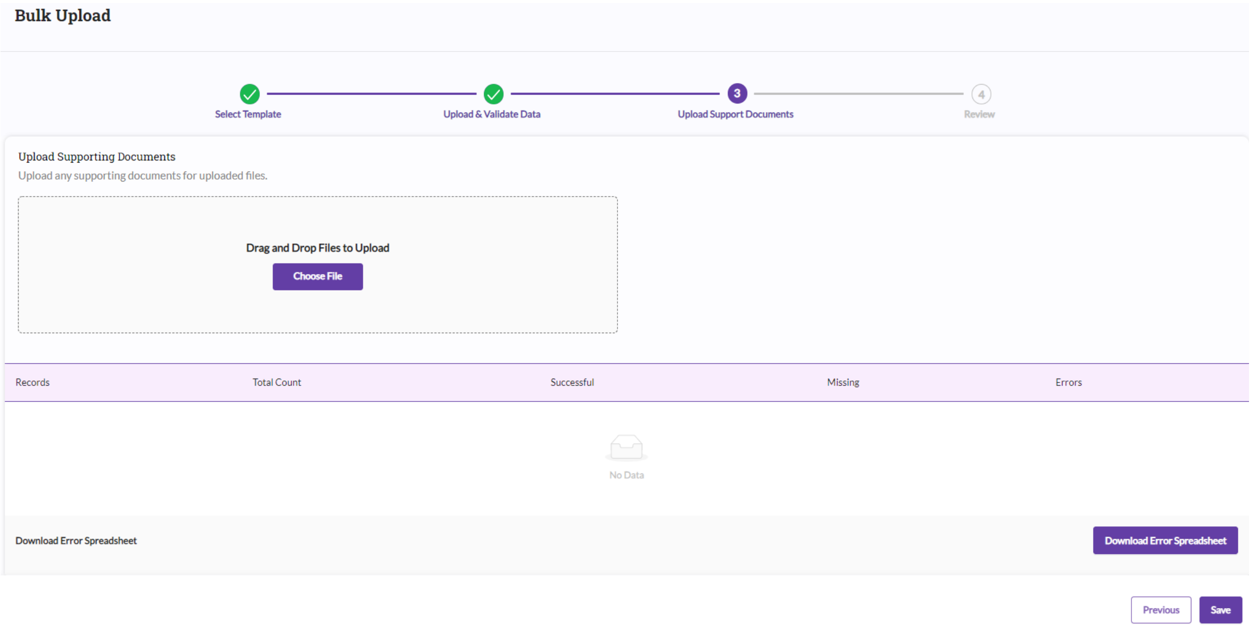
Update the Excel downloaded with all the mandatory information.

6. Save the 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 Issuance/Convertible Issuance/-Warrant Issuance/-Share Buyback Transactions**

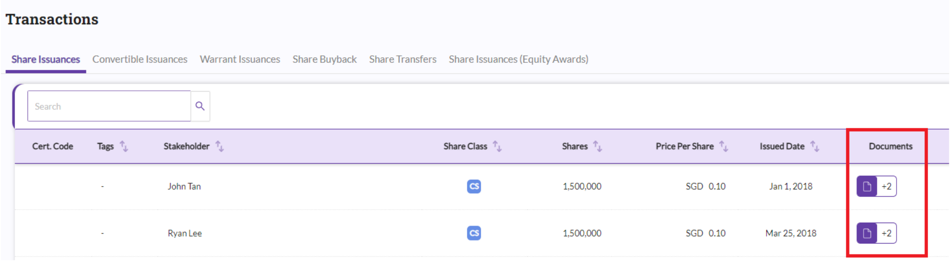


i. When the file is uploaded you can see the green dot against the file.
ii. If there are any errors on the Spreadsheet, you can see the number of errors on the sheet under **Errors** and click on **Download Error Spreadsheet** to make the changes and upload it back.

8. Click on **Next**
9. Upload **Support Documents** if any. You can view these documents uploaded in the transactions against the respective stakeholder.



To view these documents uploaded on the application, click **Ownership** on the left menu and select Transactions.



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