

# Vesting Email Notification to employees

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Qapita sends an email notification to all the employees on vesting of their Equity Awards, which includes both time based and performance-based grants.

Following is an Email notification that all the employees receive when their grants have vested.

- Email can be sent to those employees who have a user account.
- Email will be sent to the email address specified in the Stakeholder Details. If no email address has been specified while in the Stakeholder Details then email will be triggered to the email address in the User Account

## Email Format

- Consolidated email will be sent for Option, Share and SAR Awards.
- Includes
  - Type of Award
  - Grant ID
  - Date of Grant
  - Date of Vesting
  - Options Vested



Hi Kamlesh,  
**Congratulations!** The following grants awarded by Meta 141 have vested.

Type of Award	Grant ID	Date of Grant	Date of Vesting	Options Vested
Option Awards	GT-OA-046	March 09, 2023	March 12, 2023	20
Share Awards	-	March 09, 2023	March 12, 2023	20
SARs Awards	-	March 09, 2023	March 12, 2023	20

Click on the button below to view the Awards granted.

View Awards Granted

For any queries or feedback, please contact the administrator at [kamlesh.bharti@qapita.com](mailto:kamlesh.bharti@qapita.com)  
Thank you!  
Team QAPITA on behalf of Meta 141  
Note: For future login, please click on the following link - [www.qapitaCorp.com](http://www.qapitaCorp.com)

*The content of this email message and any attachments are confidential and may be legally privileged. If you are not the intended recipient, notify the sender by replying to this email and delete this message and its attachments, if any. To ensure delivery to your inbox, add [support@qapitaCorp.com]support@qapitaCorp.com to your address book.*

- Clicking on View Awards Granted, user is redirected to the Equity Awards Page.