

Reminder to Recognize Performance Conditions

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When an employee is awarded performance-based vesting rights, the vesting schedule for that employee is manually updated to reflect this change. As a next step, the company has to recognize or approve the performance parameters as achieved, partially achieved or not achieved either at grant level or in bulk.

Qapita sends an email notification to all the admins on the dashboard to recognize the tranches associated to performance conditions.

Following is an Email notification that all the admins receive as a reminder to recognize the tranches associated to performance conditions.

- Email will be triggered at 12 AM based on the issuer base currency of the issuer.
- Email can be sent to those users who have access to Create/Edit/View Grants and recognize performance conditions.
- It also includes the ability to select the name of the user to whom this email should be triggered, it can be triggered to either one or multiple users.

Email Format

- Considering the email is sent on 22nd Feb, 2023
 - 1st table display the tranches associated to performance conditions, have passed the vesting date, and not been recognized (tranches in Due status) till 21st Feb 2023
 - 2nd table displays the tranches associated to performance conditions that are scheduled to vest on 22nd Feb 2023 (Present Day)
 - 3rd table displays the tranches that are scheduled to vest in the next 7 days (23rd Feb 2023 till 29th Feb 2023) - to and from dates must be displayed here.



Hi Kamlesh,

Following grants with associated performance conditions have passed the vest date and yet to be recognized

Type of Award	Date of Grant	Date of Vesting	Total awards scheduled to vest	Options scheduled to vest
Option Award	January 05, 2023	February 05, 2023	1	500

Following grants with associated performance conditions are due to vest on February 20, 2023

Type of Award	Date of Grant	Date of Vesting	Total awards scheduled to vest	Options scheduled to vest
Option Award	January 05, 2023	February 20, 2023	1	400

Following grants with associated performance conditions are due to vest in the next 7 days (February 21, 2023 till February 27, 2023)

Type of Award	Date of Grant	Date of Vesting	Total awards scheduled to vest	Options scheduled to vest
Option Award	January 05, 2023	February 22, 2023	1	500

Click on the button below to view and recognize the performance conditions.

Recognize Performance Conditions

For any queries or feedback, please contact the administrator at kamlesh.bharti@qapita.com

Thank you!
Team QAPITA on behalf of Meta 85

- Clicking on Recognize Performance Condition, user is redirected to the Performance Condition Recognition page.