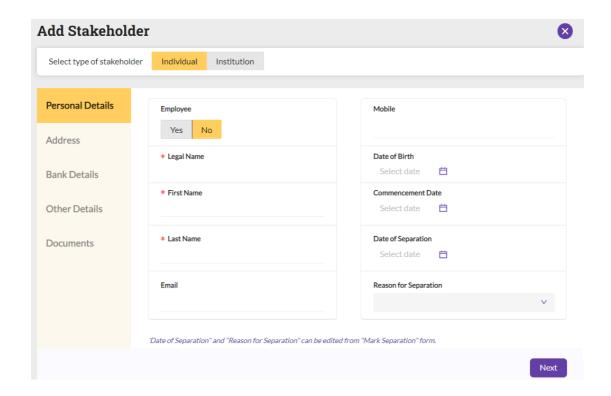
Add an Individual Stakeholder

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When you raise a new round of investment that includes new stakeholders, you can add them in QapMap. These stakeholders may be individual or institutional. In either case, the process is simple.

To add an individual stakeholder:

- 1. Access the Stakeholder page by clicking **Stakeholders** in the menu on the left.
- 2. Click Add New Stakeholder. The Add Stakeholder screen is displayed.
- 3. Select Individual in the Stakeholder Type dropdown.



- 4. Under Personal details, enter the following details:
 - a. Select if the individual is an **Employee** or not by clicking Yes or No.
 - b. Enter the **Legal Name**, **First Name**, and **Last Name** of the individual. These are mandatory fields.
 - c. Enter the Email address of the individual, Employee ID, Mobile number, Date of Birth, and
 - d. Commencement Date of her/his stake in the company.
 - e. The **Date of Separation** and **Reason for Separation** are displayed if the individual is no longer a stakeholder in your company.
- 5. Under Address, enter the Address Line 1, Address Line 2, and Address Line 3, City, State, Country and Zip.
- 6. Under Bank details, enter the Account Name, Account Number, Bank Name, IFSC Code, Swift Code, and Branch Name. Please note that typing the bank name or any other field, some other fields become mandatory. Dharuni to check this.
- 7. Other Details such as Aadhar Number can be configured from Stakeholder configuration under Settings tab.
- 8. You can upload any **Documents** relevant to the stakeholder.

- a. Identity Documents of the stakeholder or any employment contract/ KYC documents.
- b. To do this, click Choose File.
- c. Click **Save** to add the document.
- 9. Click **Save** to complete the process of adding an individual stakeholder.