Add a Share Class in QapMap

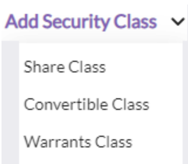
Modified on: Wed, 18 May, 2022 at 6:01 PM

Adding a share class in QapMap is a simple and easy process. Before adding a new transaction, a share class is added, if the share class of that transaction is not already existing.

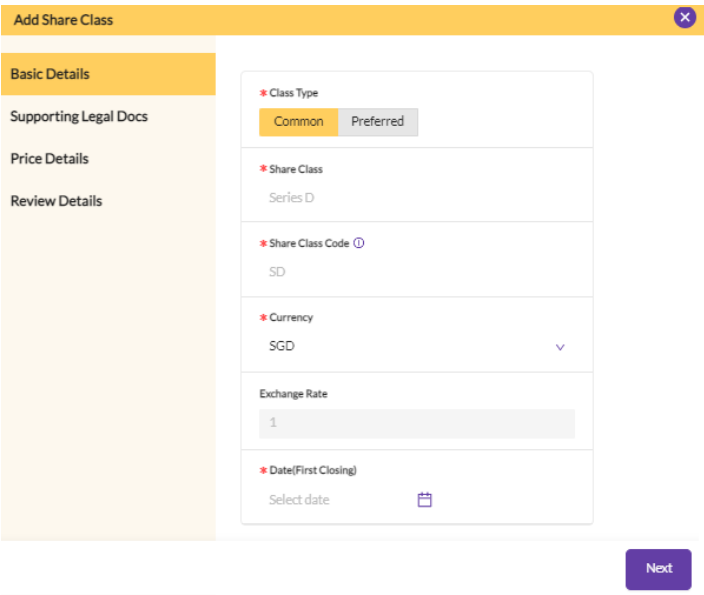
We suggest you have Shareholders' Agreement (SHA) and Share Subscription Agreement (SSA) documents in place before you start with this.

Basic Details

1. To add a Share Class, click **Add Security Class** drop-down and select **Share Class**.



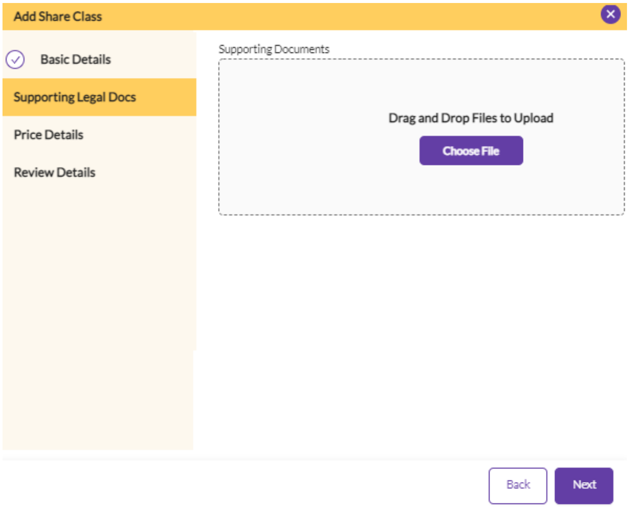
2. You can Choose "**Common**" for Equity shares and "**Preferred**" for Preference Shares.



3. Select the **Class Type**. You can choose a share class to be common or preferred.
Share Classes with any additional rights or preferences can be classified under preferred share class
4. Type the **Share Class** to reflect the current funding series.
5. Type the **Share Class Code** by which the share class will be recognised. The code you enter here is displayed for applicable shareholders in the dashboard. You can enter a two-three letter or numeric code to keep it share class short on the Cap table.
6. Select the appropriate **Currency** and corresponding **Exchange Rate** for the currency.
7. As the last step, select the **First Closing Date**. This is the date when the investors commit to making the first investment in that share class.

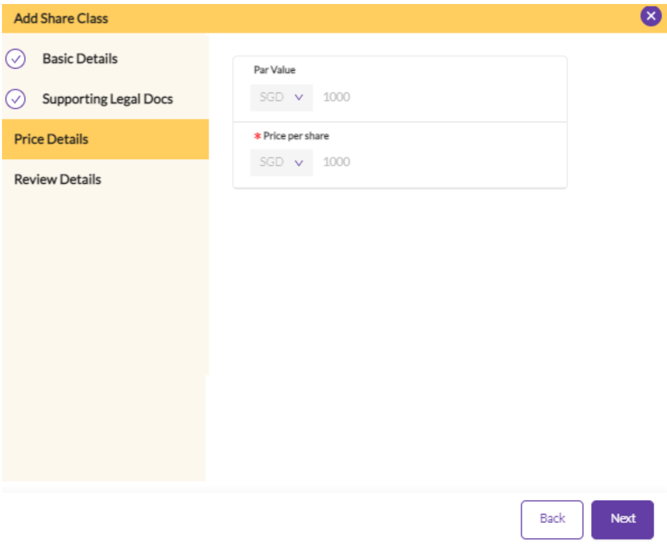
Supporting Legal Docs

You can upload supporting documents (like SSA, SHA) for the round by dragging and dropping the files.



Price Details

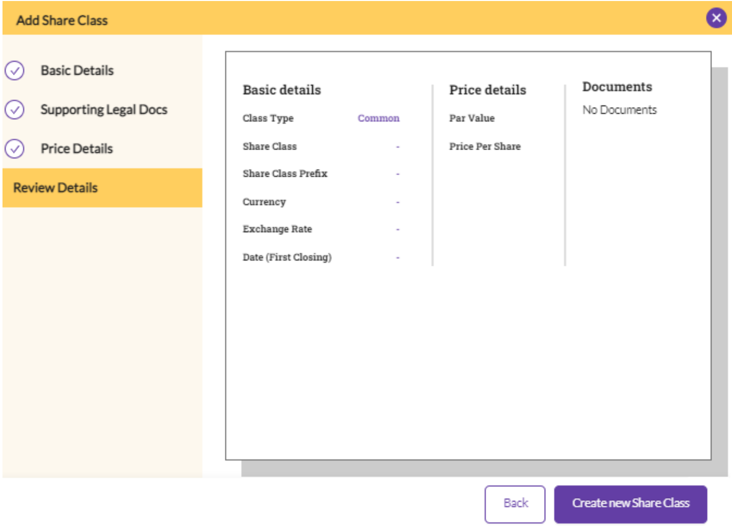
Next, you can specify the **Price Details** for the Share Class.



1. Set the **Par value** for the Share Class in the appropriate **Currency**. This is the face value, or the minimum value at which shares can be issued. This can be found in the Company's Incorporation documents.
2. Set the agreed upon **Price per share** in the appropriate **Currency** for the Share Class. This is the Price at which the share class will be issued.

~~Review Details~~

Finally, you can review all the details entered and click **Create new Share class**.


Add Share Class
Basic Details
Supporting Legal Docs
Price Details
Review Details
Basic details
Class Type
Common
Share Class
Share Class Prefix
Currency
Exchange Rate
Date (First Closing)
Price details
Par Value
Price Per Share
Documents
No Documents
Back
Create new Share Class