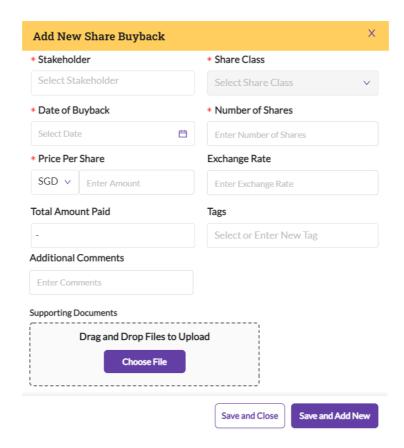
Add Share Buyback

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To add a share buyback transaction:

- 1. Click **Ownership > Transactions** in the left menu. By default, the Share Issuances screen is displayed.
- 2. Click Share Buyback tab.
- 3. Click Add New Transaction.
- 4. In the display Add New Share Buyback dialog box, enter the following details:



5. Type the first letter of the **Stakeholder** name. From the displayed list of stakeholders, select the appropriate one.

Note: If the stakeholder's name is not displayed, please register the stakeholder first.

- 6. Select the relevant Share Class.
- 7. Select the **Date of Buyback**.
- 8. Type the Number of Shares.
- 9. Select the **Currency** and type the **Price per share** if the currency is different from the company's base currency. Once you enter the price per share, the **Total Amount Paid (Computed)** is automatically calculated and displayed.
- 10. Specify the Exchange Rate if you choose a currency different from the company's base currency.
- 11. Type the Tag you would like to capture. For example, you may want to include a tag for a department, or for the grant event.
- 12. Enter any Additional Comments.
- 13. Click Choose File to upload Supporting Documents. Navigate to the file location, select the file, and click Open.
 - 1. Click Save and Add New.

Note: The supporting documents may vary from company to company.