

# Accept Grant Awards - Employee

Modified on: Tue, 28 Feb, 2023 at 3:39 PM

When you receive equity awards as per your company's ESOP policy, you will receive an invitation email from Qapita. Follow the steps below to accept your grant.

1. Click **Accept Option Awards** in the email you receive from Qapita.

Hi Shane,

Congratulations! You have been granted awards by Start-X on QAPITA.

QAPITA is an equity management platform that Start-X uses to manage its Cap Table and ESOP. Click on the button below to view and accept the equity awards:

**Accept Option Awards**

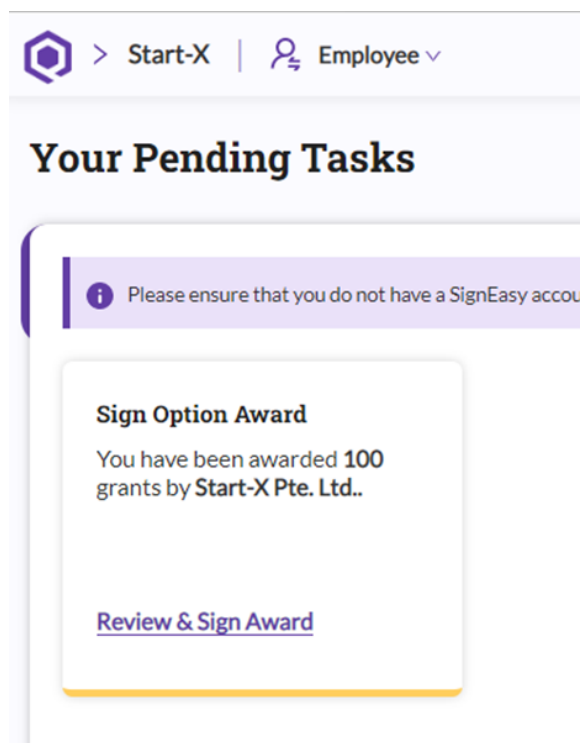
For any queries or feedback, please contact the administrator at [johntan@start-x.sg](mailto:johntan@start-x.sg)

Thank you!

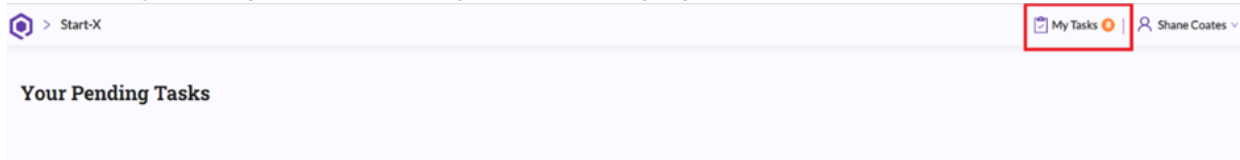
Team QAPITA on behalf of Start-X

Note: For future login, please click on the following link - [www.qapitacorp.com](http://www.qapitacorp.com)

2. Sign up if you are accessing platform for the first time or Sign in to your Qapita Account.
3. You will need to access your **Pending Tasks**. For this, you can one of the following:
  - Once logged in, you will be redirected to **Your Pending Tasks** that displays the latest equity award grant.



- Alternatively, click **My Tasks** in the dropdown on the top right corner.



4. Click **Review & Sign Award**.

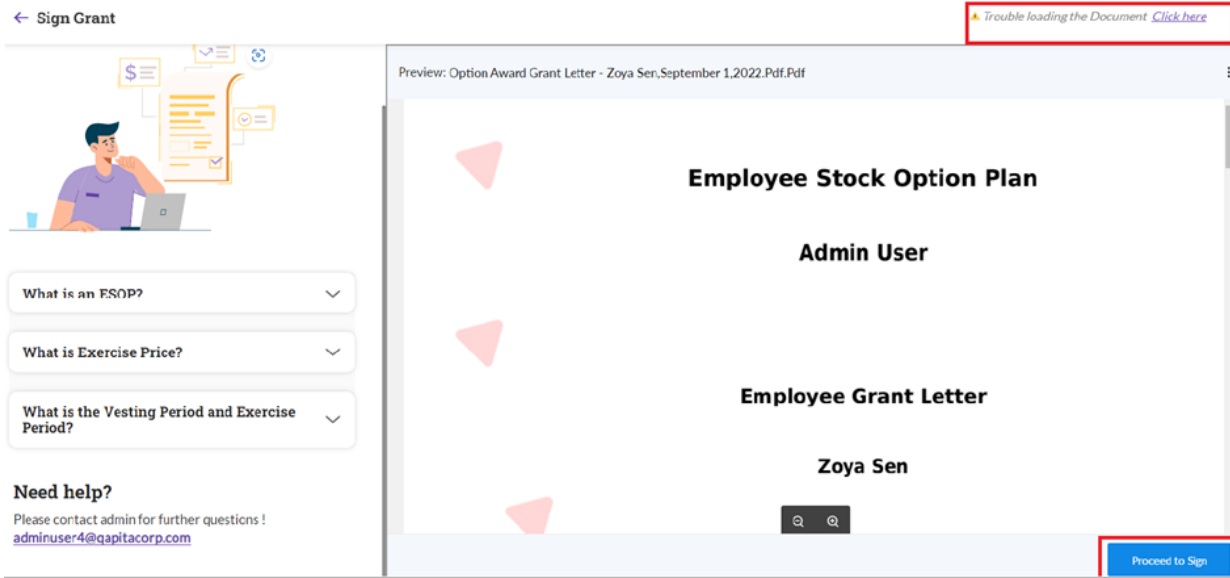
5. The Review Grant dialog box displays the details of your grant such as grant date, exercise price, number of instruments granted, and you can review your grant letter. You may then click on **Sign Grant**

 A screenshot of the 'Review Grant' dialog box. At the top left is a back arrow and the title 'Review Grant'. At the top right are two links: 'Know more about ESOPs' and 'How to accept grants'. The main content is divided into three sections: 
 1. 'Grant Details' with a 'View Full Details' link. It contains a table with columns: 'Grant Date' (Feb 23, 2023), 'Granted' (100), 'Exercise Price' (SGD 1), and 'Grant Certificate ID' (-). Below the table is 'Award Plan' (ESOP 2020).
 2. 'Grant Letter' showing a document icon and the text 'Option Award Grant Letter - Soumya Mahadeva, Februar...'.
 3. 'Nominee Details' with a message 'Looks like Nominee is not added !' and an 'Add Nominee' button.
 At the bottom right of the dialog is a purple 'Sign Grant' button.

- a. To add or view nominee details, click Nominee Details. In the displayed dialog box, enter the details. The Nominee Details tab is only displayed if your employer or the admin has enabled this option for the grantee to view or add the Nominee fields while accepting the grant.

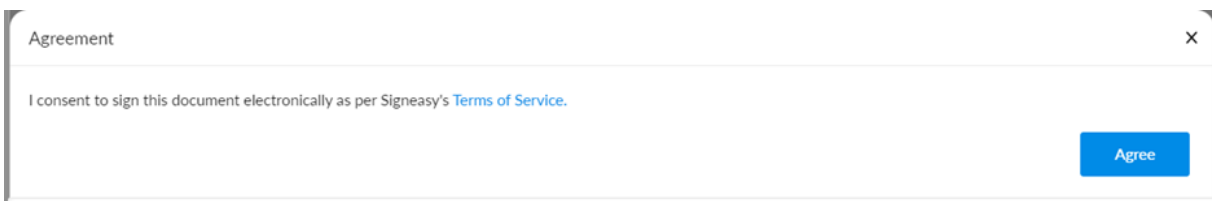
 A screenshot of the 'Add Nominee Details' form. The title 'Add Nominee Details' is at the top. Below it is a note: 'Information added here will be replaced in the profile section and shall be applicable for all grants'. The form contains several fields:
 - 'Nominee Name' (text input with placeholder 'Enter Legal Name')
 - 'Relationship' (dropdown menu with placeholder 'Select Relationship')
 - 'Date of Birth' (date picker with placeholder 'Select Date of Birth')
 - 'Mobile' (text input with placeholder 'Enter Mobile')
 - 'Email ID' (text input with placeholder 'Enter Email ID')
 - 'Address' (text input with placeholder 'Enter Address')
 Each field is preceded by a red asterisk indicating it is a required field.

6. When you click on Sign Grant, the following dialogue box is displayed. You can review the document and click on Proceed to Sign.



**NOTE: If there is any trouble loading the document, please click on Trouble loading the Document Click Here on the top right corner. This will reload the document on a separate tab at a much faster rate.**

7. Click on Agree to give your consent to sign the document electronically as per Sign Easy's **Terms of Service** ([https://signeasy.com/terms%23\\_ga=2.17854394.24083685.1677477614-627692832.1677477614](https://signeasy.com/terms%23_ga=2.17854394.24083685.1677477614-627692832.1677477614)), ([https://signeasy.com/terms%23\\_ga=2.17854394.24083685.1677477614-627692832.1677477614](https://signeasy.com/terms%23_ga=2.17854394.24083685.1677477614-627692832.1677477614)), ([https://signeasy.com/terms%23\\_ga=2.17854394.24083685.1677477614-627692832.1677477614](https://signeasy.com/terms%23_ga=2.17854394.24083685.1677477614-627692832.1677477614)).



8. You will receive the below pop up after e-signing the document.

