

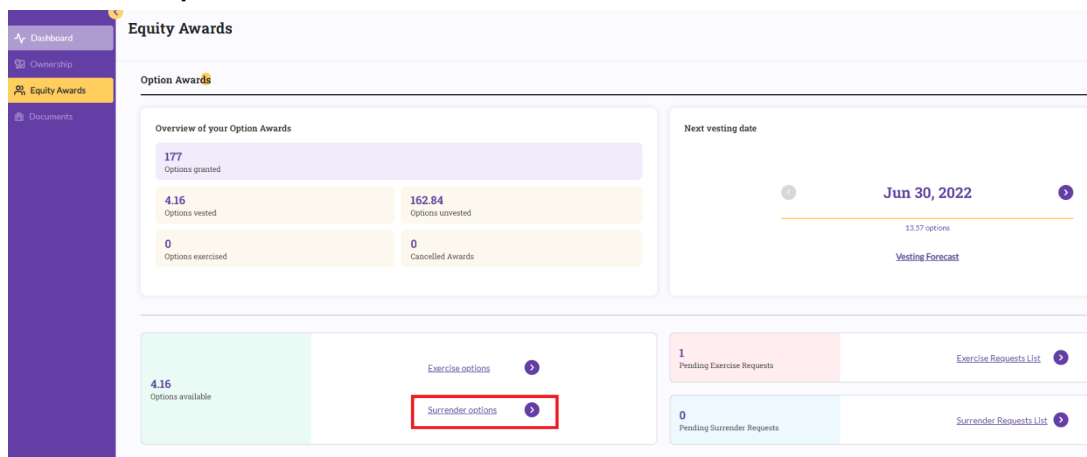
Surrender Vested Options by Employees

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As an employee with vested options, you may want to surrender or liquidate and encash the options instead of converting them to shares in your company.

How to Surrender Vested Options?

1. Sign in to your Qapita Account
2. Click on **Equity Awards** on your Left Menu
3. Click on **Surrender Options**



4. You may choose to surrender all vested units by clicking on “Yes” under **Surrender All Units** or you can click on “No” to specify the number of vested units you wish to Surrender

Surrender all units:

Yes No

Plan Name	Certificate ID	Grant Date	Exercise Price (per option)	Options to surrender	Payout(Pre tax)
Option Plan 22	-	May 30, 2022	SGD 100.00	Enter surrender... Available Units: 4.16	-

When you enter the number of units you want to surrender, the pre-tax amount payable calculated based on the current FMV of the company will automatically populate under **Payout**.

Surrender all units:

Yes No

Plan Name	Certificate ID	Grant Date	Exercise Price (per option)	Options to surrender	Payout(Pre tax)
Option Plan 22	-	May 30, 2022	SGD 100.00	3 Available Units: 4.16	SGD 2,700.00

5. Click on **Surrender Summary** to view the details of the surrender requests that you are placing

Surrender summary				
Options to surrender	FMV per option	Surrender value	Cost of exercise	Payout(Pre tax)
3	SGD 1,000.00	SGD 3,000.00	SGD 300.00	SGD 2,700.00

6. Read and check the disclaimer box and click on **Submit**.

7. You can again view the Surrender Summary on the **Reconfirm Surrender** display box and click on **Submit** to place your surrender request.

View Surrender Option Requests Lists

You can access this information by clicking on **Surrender Requests Lists** on the **Equity Awards Page**.

Note: The “Surrender Options” menu will be visible to you only when your company admin enables it. If ~~you~~ your plan rules don’t allow for your Options to be surrendered, or if your company hasn’t made this option available to you, ~~this~~ menu will not be visible. If you have any questions, please reach out to your company administrator.

