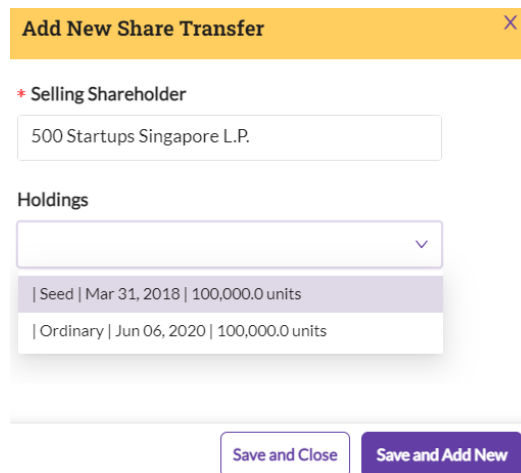


# Add Share Transfer

Modified on: Thu, 26 May, 2022 at 3:25 PM

To add a share transfer transaction:

1. Click **Ownership > Transactions** in the left menu. By default, the Share Issuances screen is displayed.
2. Click **Share Transfers** tab.
3. Click **Add New Transaction**.



**Add New Share Transfer** ✕

\* Selling Shareholder

500 Startups Singapore L.P.

Holdings

| Seed | Mar 31, 2018 | 100,000.0 units

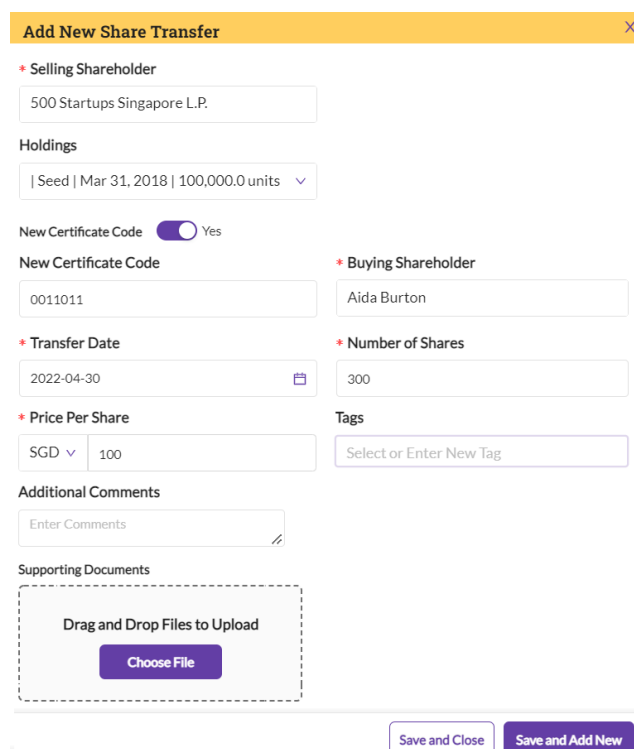
| Ordinary | Jun 06, 2020 | 100,000.0 units

Save and Close Save and Add New

4. In the displayed **Add New Share Transfers** dialog box, type the first letter of the Selling Shareholder. From the displayed list of stakeholders, select the appropriate one.

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

5. The Holdings associated with the Stakeholder for different share classes are displayed. Select the appropriate **Holding**.
6. The New Certificate Code is displayed. By default, this Code is set to **Yes**.
7. Enter the **New Certificate Code**.



**Add New Share Transfer** ✕

\* Selling Shareholder

500 Startups Singapore L.P.

Holdings

| Seed | Mar 31, 2018 | 100,000.0 units

New Certificate Code ☒ Yes

New Certificate Code

0011011

\* Buying Shareholder

Aida Burton

\* Transfer Date

2022-04-30

\* Number of Shares

300

\* Price Per Share

SGD 100

Tags

Select or Enter New Tag

Additional Comments

Enter Comments

Supporting Documents

Drag and Drop Files to Upload

Choose File

Save and Close Save and Add New

8. Enter the **Buying Shareholder** name.
9. Select the **Transfer Date**. This date should be after the buy date.
10. Enter the **Number of Shares**.
11. Select the **Currency** and enter the **Price Per Share** if the currency is different from the company's base currency
12. Select or **Enter New Tag**, you would like to capture. For example, you may want to include a tag for a department, or for the grant event.
13. Enter any **Additional Comments** related to the Share transfer.
14. Click **Choose File** to upload Supporting Documents. Navigate to the file location, select the file, and click **Open**.
15. Click **Save and Add New**.

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