

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:

Add New Share Buyback

* Stakeholder

Select Stakeholder

* Share Class

Select Share Class

* Date of Buyback

Select Date

* Number of Shares

Enter Number of Shares

* Price Per Share

SGD

Enter Amount

Exchange Rate

Enter Exchange Rate

Total Amount Paid

-

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

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.

