

Modified on: Thu, 23 Jun, 2022 at 7:11 PM

1. Sign in to your Account
2. Click **Settings** on the left menu and select **Bulk Upload**
3. Select **Share Class/Convertible Class/ Warrant Class**
4. Scroll down and Select **Download Template** or **Download Template with Data**
 - i. Download Template: to download the template with no data. This is preferable if you are uploading the data for the first time.
 - ii. Download Template with Data: to download the template with existing data. If you choose to add new security classes to the already existing data or modify the existing classes of securities.

5. Save the file
6. On the Bulk Upload page of your Qapita Account, please click on **Upload File** at the right bottom of the page. Click on **Choose File** and upload the saved file for **Share Class/Convertible Class-Warrant Class**

7. Click on **Next**

8. Upload **Support Documents** if any. You can view these documents uploaded in the Transactions Page on the application against the respective stakeholder.

Bulk Upload

1

Select Template

2

Upload & Validate Data

3

Upload Support Documents

4

Review

Upload Supporting Documents

Upload any supporting documents for uploaded files.

Drag and Drop Files to Upload

Choose File

Records	Total Count	Successful	Missing	Errors
<div>No Data</div>				

Download Error Spreadsheet

Download Error Spreadsheet

Previous

Save

To view these documents uploaded on the application, click **Ownership** on the left menu and select Transactions.

Transactions

Share Issuances

Convertible Issuances

Warrant Issuances

Share Buyback

Share Transfers

Share Issuances (Equity Awards)

Search

Cert. Code	Tags	Stakeholder	Share Class	Shares	Price Per Share	Issued Date	Documents
-		John Tan	CS	1,500,000	SGD 0.10	Jan 1, 2018	<div>+2</div>
-		Ryan Lee	CS	1,500,000	SGD 0.10	Mar 25, 2018	<div>+2</div>

9. Click on **Save**

10. **Review** all the details and click on **Close**