

# Share Issuance/Convertible Issuance/ Warrant Issuance/ Share Buyback Transaction

Modified on: Thu, 23 Jun, 2022 at 7:09 PM

Capturing historical transactions is a key step as part of the onboarding process, and in the course of ongoing administration. Bulk upload functionality allows you to capture large amounts of data for various transaction types in a single file import.

1. Sign in to your **Qapita** Account

2. Click **Settings** on the left menu and select **Bulk Upload**

3. Select **Share Issuance, Convertible Issuance, -Warrant Issuance, and/orShare Buyback Transaction** template(s)

4. **Stakeholder, Date of Issuance, Price per share, Share class, No. of shares, Price per share and Currency are mandatory columns.** You may choose to add columns such as Additional Comments, Tags, Certificate Code and Certificate Documents.

☒ Share Issuance Transaction

☐ Select All

☒ Stakeholder

☒ Date of Issuance

☒ Price per share

☐ Additional Comments

☐ Certificate Code

☒ Share class

☒ No. of shares

☒ Currency

☐ Tags

☐ Certificate Documents

5. 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 transactions to the already existing data or modify the existing transactional data.

1. Action Column # change the value from unchanged to add / update / delete whenever you enter / modify / delete in a row.

2. Do not leave mandatory columns as empty. It will result in an error while processing.

3. Do not input any data in Transaction Id column, Transaction Id is auto generated.

4. In case there are multiple stakeholders with same legal name, application expects stakeholder id against the transaction.

5. Refer the stakeholder reference sheet to get the stakeholder id.

Action	Transaction Id	Stakeholder*	Stakeholder Id	Share Class*	Currency*	Exchange Rate*	Number of Shares*	Price per Share*	Amount Invested	Date of Issuance* (yyyy-mm-dd)

Update the Excel downloaded with all the mandatory information.

6. Save the File
7. 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 Issuance/Convertible Issuance/-Warrant Issuance/-Share Buyback Transactions**

Bulk Upload

1

Select Template

2

Upload & Validate Data

3

Upload Support Documents

4

Review

Upload Modified Data template

Add / Modify data in downloaded Data template and upload it back.

Drag and Drop Files to Upload

Choose File

8100

Bulk upload template (7).xlsx

Records	Total Count	New	Modified	Unchanged	Errors	Supporting documents to be updated
Share Issuance	0	0	0	0	0	0

Download Error Spreadsheet

Download Error Spreadsheet

Previous

Next

- i. When the file is uploaded you can see the green dot against the file.
- ii. If there are any errors on the Spreadsheet, you can see the number of errors on the sheet under **Errors** and click on **Download Error Spreadsheet** to make the changes and upload it back.

8. Click on **Next**

9. Upload **Support Documents** if any. You can view these documents uploaded in the transactions 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>1</div> +2
-		Ryan Lee	CS	1,500,000	SGD 0.10	Mar 25, 2018	<div>1</div> +2

10. Click on **Save**
11. **Review** all the details and click on **Close**.