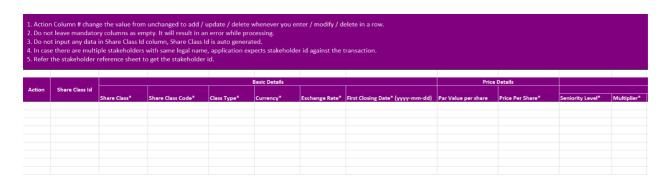
## Share Class, Convertible Class & Warrant Class

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

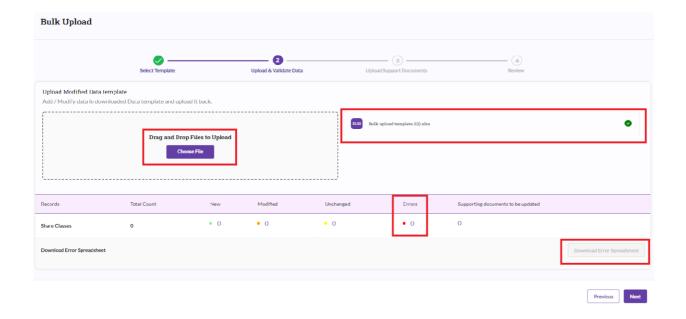
Qapita allows you to import several classes of your securities – be it shares, convertible instruments or warrants.

- 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.



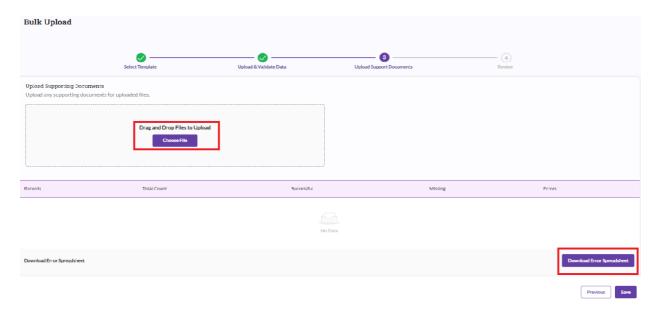
Update the Excel downloaded with all the mandatory information.

- 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**

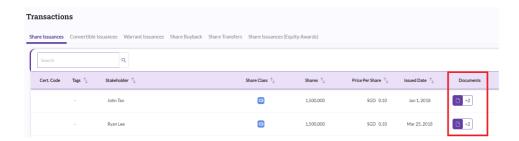


7. Click on Next

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



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



- 9. Click on Save
- 10. Review all the details and click on Close