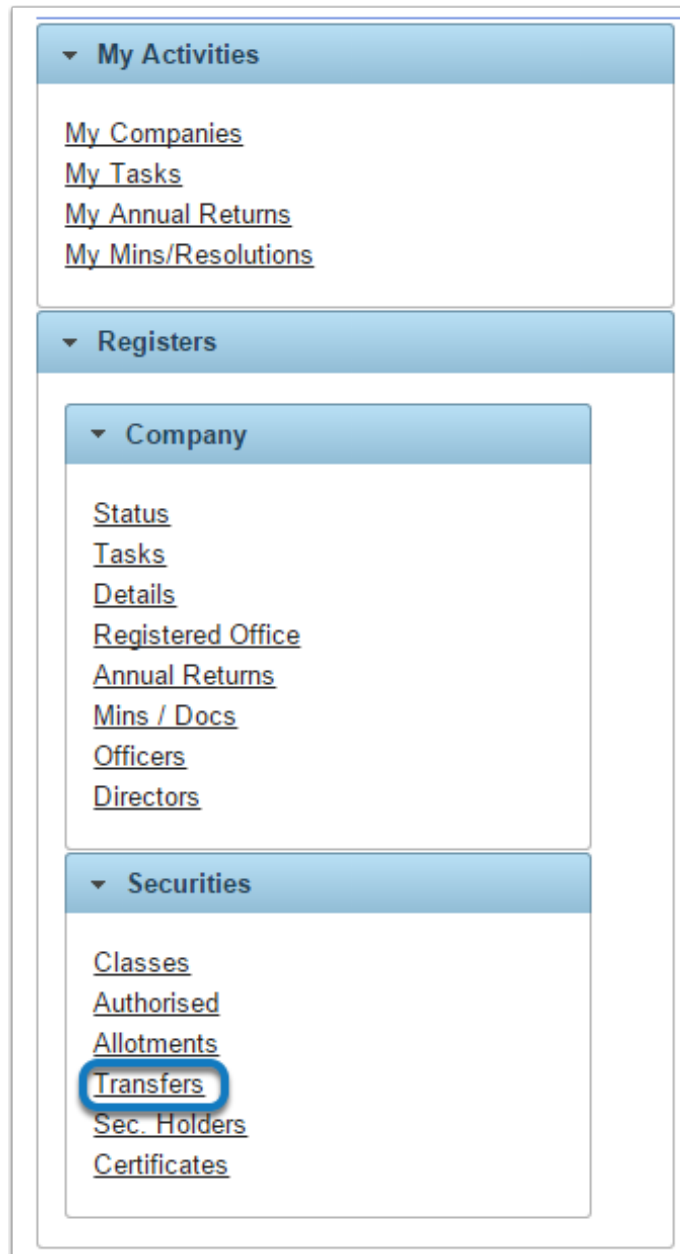


# Share Transfers and Certificates

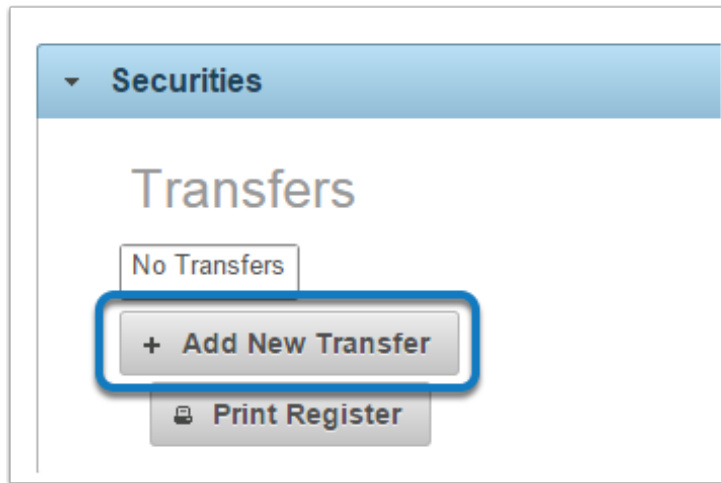
Learn to transfer shares between shareholders and how to issue new share certificates.

Login to My Company Registers, open a company and select Transfers from the menu.

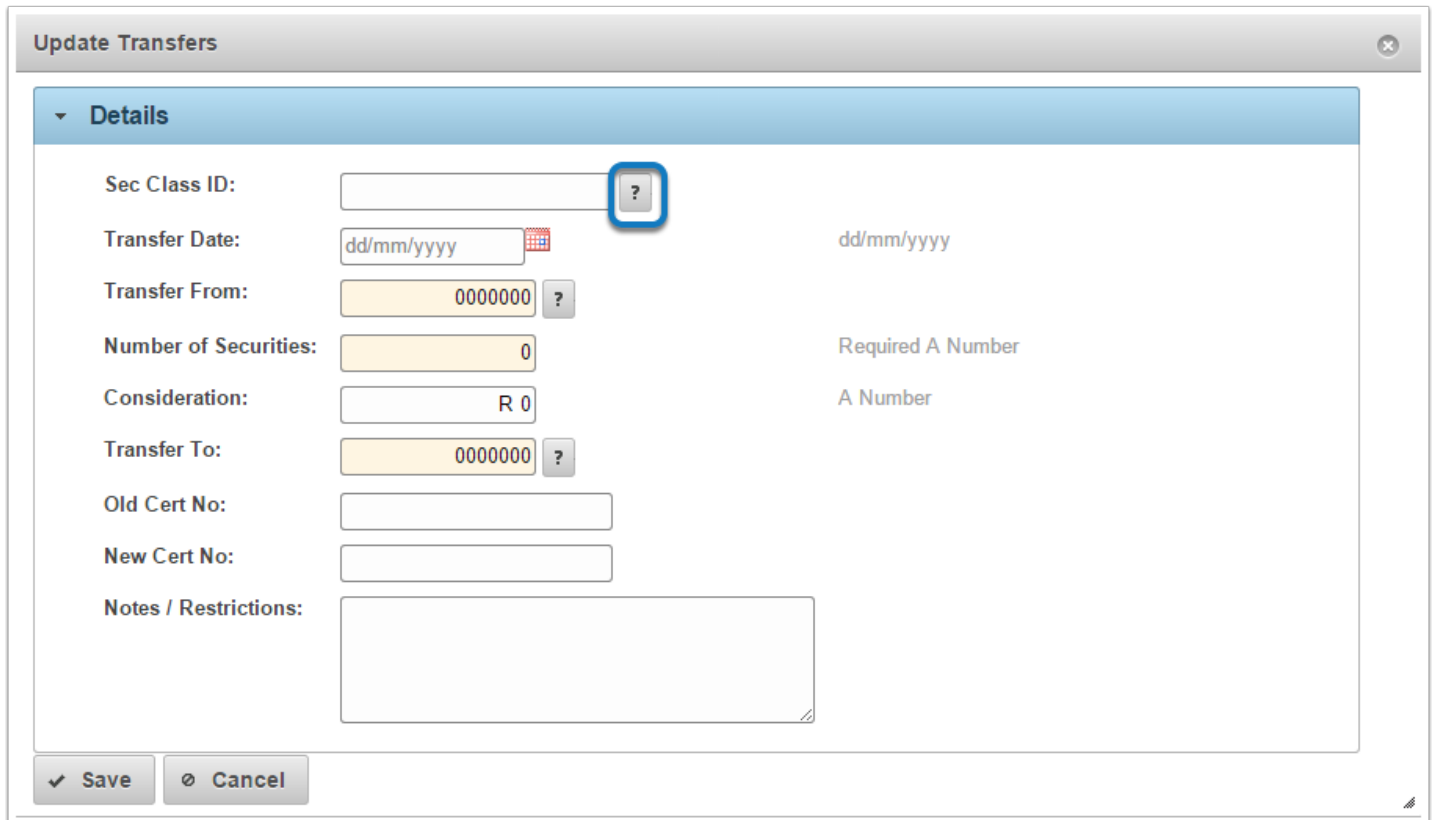


# Share Transfers and Certificates

Click Add New Transfer.



Click the ? button to select the securities class.



Click the tick next to the share class you need.



# Share Transfers and Certificates

Use the same process to select the shareholders. The Old Cert No is the previous certificate number for the shares being transferred. You can leave New Cert No blank unless you need a specific certificate number.

Click Save when you're done.

### Update Transfers

**Details**

Sec Class ID:  ?

Transfer Date:  dd/mm/yyyy

Transfer From:  ? Robinson Michael

Number of Securities:  Required A Number

Consideration:  A Number

Transfer To:  ? Robinson Carl

Old Cert No:

New Cert No:

Notes / Restrictions:

The new transfer has been added, but now the shares do not have valid certificates. Got to the Sec. Holders page to fix this.

[My Companies](#)  
[My Tasks](#)  
[My Annual Returns](#)  
[My Mins/Resolutions](#)

**Registers**

- Company
  - Status
  - Tasks
  - Details
  - Registered Office
  - Annual Returns
  - Mins / Docs
  - Officers
  - Directors
- Securities**
  - Classes
  - Authorised
  - Allotments
  - Transfers
  - Sec. Holders**
  - Certificates

### Securities

## Securities Holders

Securities Class:

Surname / Entity	First Names	Email Address	No. Registered Securities	No. Certificated Security
Robinson	Carl		100	
Robinson	Michael	support@companyregisters.co.za	100	200
			200	200

# Share Transfers and Certificates

The red crosses next to the shareholders indicate that the number of shares issued do not match the share certificates.

Click the View Account and Certificate button (circled).

## Securities Holders

Securities Class: Common Shares ▾

Surname / Entity	First Names	Email Address	No. Registered Securities	No. Certificated Securities				
Robinson	Carl		100		✘			
Robinson	Michael	support@companyregisters.co.za	100	200	✘			
			200	200				

[+ Add New Securities Holder](#)

[Print List](#)

# Share Transfers and Certificates

Since this account doesn't have any previous certificates, you can just click Create Certificate to automatically create one.

▼ **Securities Account**

## Robinson Carl

Securities Class:

### Account

▲ Date	Type	No. Registered Securities	Transfer from / to Name	New Cert No	Consideration
06/06/2015	Transfer	100	Robinson Michael		R 100
		100			

**Print Account**

---

### Certificates

Show:

---

### Uncertificated Securities

No. Reg Securities:

No. Cert Securities:

Securities to Certify:

You will be notified that a new certificate has been created, click Ok.

**Alert**

New Certificate Added - No=2

# Share Transfers and Certificates

This account now has a valid certificate, you can click OK.

▼ **Securities Account**

## Robinson Carl

Securities Class:

### Account

▲ Date	Type	No. Registered Securities	Transfer from / to Name	New Cert No	Consideration
06/06/2015	Transfer	100	Robinson Michael		R 100
		100			

**Print Account**

---

### Certificates

Show:

▲ Date Issued	Date Cancelled	No. Certificated Securities	Owner	Active	Certificate No
5/06/2015	//	100	Robinson	<input checked="" type="checkbox"/>	2
		100			

---

### Uncertificated Securities

No. Reg Securities:

No. Cert Securities:

Securities to Certificate:

# Share Transfers and Certificates

The Carl Robinson record now has a green tick to show that the number of registered shares and the share certificate match.

Lets issue a new certificate for Michael, so click the circled button.

▼ **Securities**

## Securities Holders

Securities Class: Common Shares ▼

Surname / Entity	First Names	Email Address	No. Registered Securities	No. Certificated Securities				
Robinson	Carl		100	100	✓			
Robinson	Michael	support@companyregisters.co.za	100	200	✗			
			200	300				

[+ Add New Securities Holder](#)

[Print List](#)

# Share Transfers and Certificates

At the bottom of this screen, the number of registered securities doesn't equal the number of certified securities, so we need to cancel the previously issued certificate and create a new one.

You are required to obtain the original issued certificate and "Cancel" it before the transfer is valid.

To record the cancellation, start by clicking the Edit Certificate button.


▼ **Securities Account**

## Robinson Michael

Securities Class: Common Shares ▼

### Account




▲ Date	Type	No. Registered Securities	Transfer from / to Name	New Cert No	Consideration
05/06/2015	Allotment	200		1	R 200
06/06/2015	Transfer	(100)	Robinson Carl	(1)	R (100)
		100			

 **Print Account**

---

### Certificates

Show: Active Inactive All

▲ Date Issued	Date Cancelled	No. Certificated Securities	Owner	Active	Certificate No			
5/06/2015	//	200	Robinson	✓	1			
		200						


**+ Add New Certificate**

---

### Uncertificated Securities

No. Reg Securities:

No. Cert Securities:

Securities to Certify:  ** Create Certificate**

**✓ OK**



# Share Transfers and Certificates

Set a cancellation date and click Save.

Update Securities Certs

Details

### Securities must be Fully Paid before Certificates may be issued

Sec Class ID:	<input type="text" value="0000001"/>	<input type="button" value="?"/>	Common Shares
Certificate No:	<input type="text" value="1"/>		A Number
Securitiesholder ID:	<input type="text" value="0000001"/>	<input type="button" value="?"/>	Robinson Michael
Number of Securities:	<input type="text" value="200"/>		Required A Number
Notes / Restrictions:	<input type="text"/>		Will be printed on the Certificate
Date Issued:	<input type="text" value="5/06/2015"/>	<input type="button" value="Calendar"/>	dd/mm/yyyy Required
Date Cancelled:	<input type="text" value="6/06/2015"/>	<input type="button" value="Calendar"/>	dd/mm/yyyy

# Share Transfers and Certificates

The old certificate now has a red cross to show that it's been cancelled. You can now click Create Certificate.

▼ **Securities Account**

## Robinson Michael

Securities Class:

### Account

▲ Date	Type	No. Registered Securities	Transfer from / to Name	New Cert No	Consideration
05/06/2015	Allotment	200		1	R 200
06/06/2015	Transfer	(100)	Robinson Carl	(1)	R (100)
		100			

---

### Certificates

Show:

▲ Date Issued	Date Cancelled	No. Certificated Securities	Owner	Active	Certificate No
5/06/2015	6/06/2015	200	Robinson	✘	1
		0			

---

### Uncertificated Securities

No. Reg Securities:

No. Cert Securities:

Securities to Certificate:

# Share Transfers and Certificates

The new certificate has been added and you can click Save.


▼ **Securities Account**

## Robinson Michael

Securities Class:

### Account

▲ Date	Type	No. Registered Securities	Transfer from / to Name	New Cert No	Consideration
05/06/2015	Allotment	200		1	R 200
06/06/2015	Transfer	(100)	Robinson Carl	(1)	R (100)
		100			


 **Print Account**

---

### Certificates

Show:

▲ Date Issued	Date Cancelled	No. Certificated Securities	Owner	Active	Certificate No
5/06/2015	6/06/2015	200	Robinson	✗	1
5/06/2015	//	100	Robinson	✓	3
		100			


 **Add New Certificate**

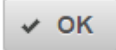
---

### Uncertificated Securities

No. Reg Securities:

No. Cert Securities:

Securities to Certify:  



# Share Transfers and Certificates

The number of registered shares and certificated shares now match. If you'd like to view all your certificates, click Certificates on the menu.

▼ **Securities**

## Securities Holders

Securities Class: Common Shares ▼

Surname / Entity	First Names	Email Address	No. Registered Securities	No. Certificated Securities				
Robinson	Carl		100	100	✓			
Robinson	Michael	support@companyregisters.co.za	100	100	✓			
			200	200				

[+ Add New Securities Holder](#)

[Print List](#)

✓ OK

Click the Print Certificate button (circled) to print it.

If you want to view a preview of the certificate without having to print it to PDF, switch to Google Chrome and it will preview when you click Print Certificate.

▼ **Securities**

## Certificates

[Active](#) [Inactive](#) [All](#)

▲ Date Issued	Date Cancelled	Class Name	No. Certificated Securities	Owner	Active	Certificate No			
5/06/2015	6/06/2015	Common Shares	200	Robinson	✗	1			
5/06/2015	//	Common Shares	100	Robinson	✓	2			
5/06/2015	//	Common Shares	100	Robinson	✓	3			
			200						

[+ Add New Certificate](#)