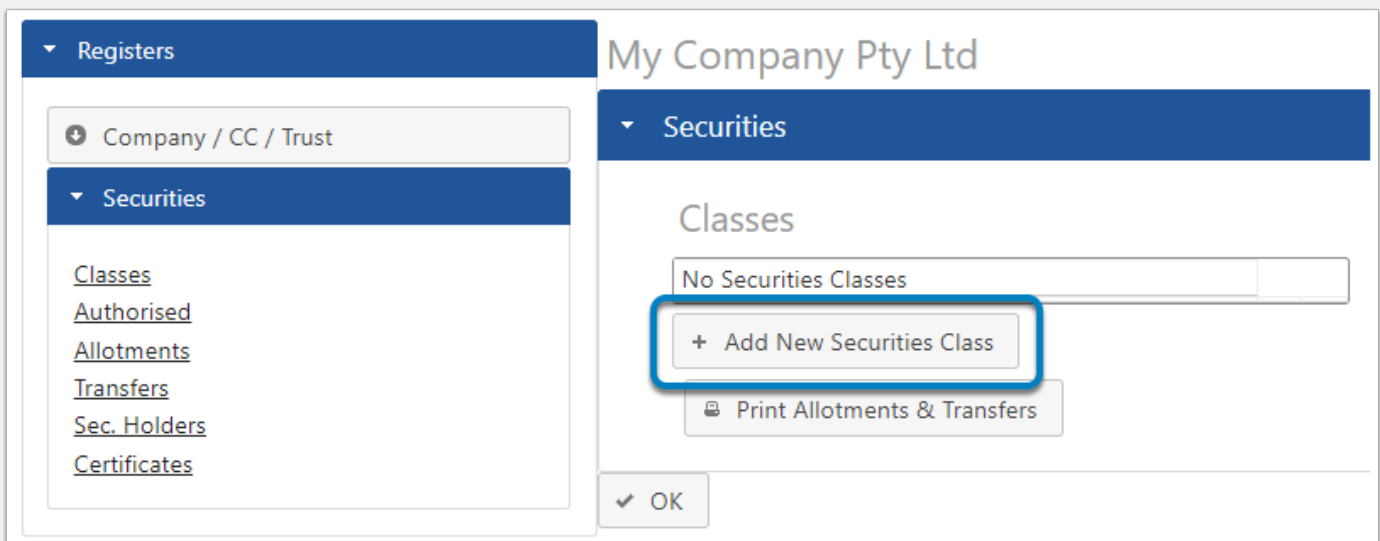


Shareholders and Allotments

Add Share Class

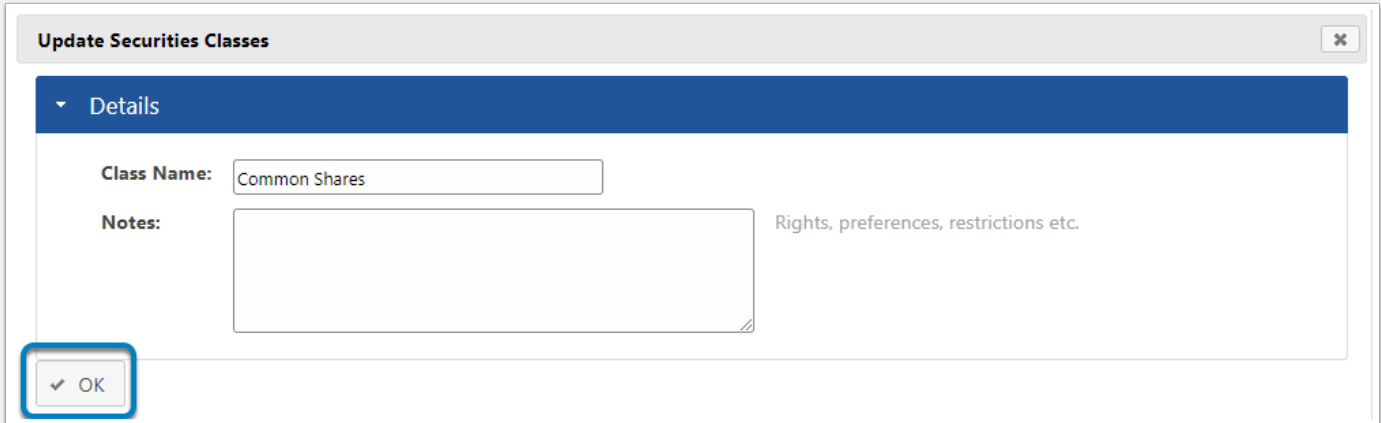
Login to My Company Registers, open one of your companies and go to the Classes page. We have to add a securities class before we can assign any shares, so click Add New Securities Class.



The screenshot displays the 'My Company Pty Ltd' interface. On the left, a navigation menu under 'Registers' includes 'Company / CC / Trust' and 'Securities'. The 'Securities' menu is expanded, showing links for 'Classes', 'Authorised', 'Allotments', 'Transfers', 'Sec. Holders', and 'Certificates'. The main content area shows the 'Classes' section with a message 'No Securities Classes' and a button '+ Add New Securities Class' highlighted with a blue box. Below this is a 'Print Allotments & Transfers' button. At the bottom left, there is an 'OK' button.

Shareholders and Allotments

Give the class a name and click OK.



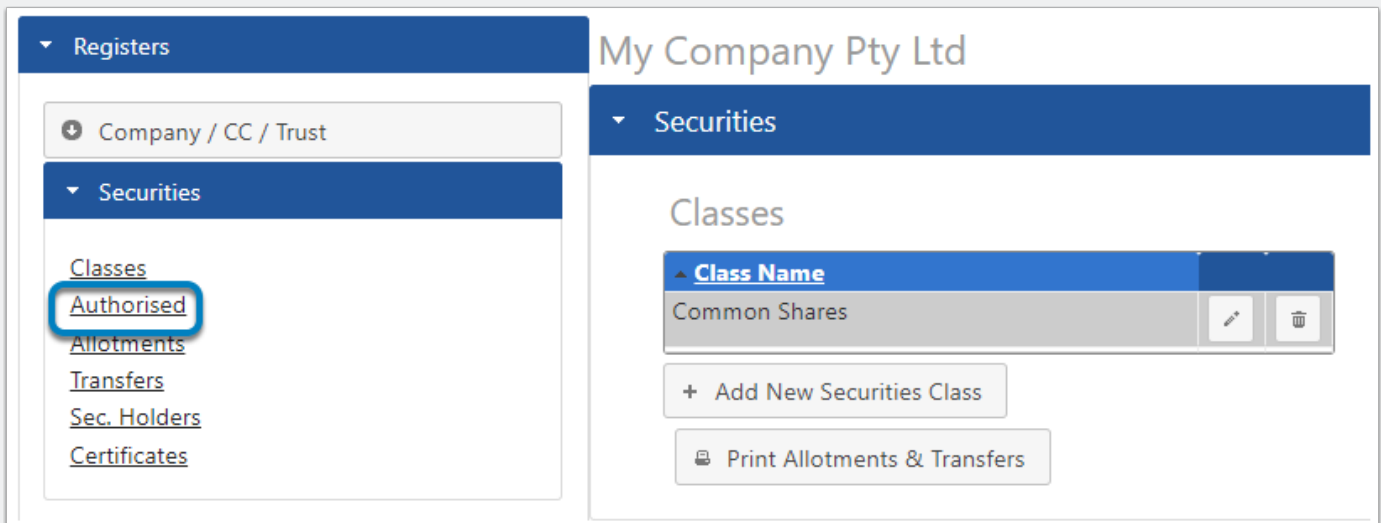
Update Securities Classes

Details

Class Name:

Notes: Rights, preferences, restrictions etc.

The new class has been added, but it still needs to be authorised, so you can go to the Authorised page.



Registers

Company / CC / Trust

Securities

Classes

Authorised

Allotments

Transfers

Sec. Holders

Certificates

My Company Pty Ltd

Securities

Classes

Class Name		
Common Shares	<input type="button" value="edit"/>	<input type="button" value="delete"/>

+ Add New Securities Class

Shareholders and Allotments

Click Add Authorised Securities.

My Company Pty Ltd

▼ Securities

Authorised

No Authorised Securities

+ Add Authorised Securities

Print Register

✓ OK

Shareholders and Allotments

Make sure the correct class is selected.

Update Authorised Securities ✕

▼ Details

Created Canceled Converted

Sec Class ID: Common Shares ▼

Date Created: dd/mm/yyyy Required

Number: Required A Number

Nominal Amount:

Notes:

Shareholders and Allotments

Click Save when you're done.

Update Authorised Securities

Created Cancelled Converted

Sec Class ID: Common Shares ▼

Date Created: 4/06/2015 ⓘ dd/mm/yyyy Required

Number: 1 000 Required A Number

Nominal Amount: R 0.00

Notes:

✓ Save Cancel

Now that we've authorised the shares, we can set up the share holders. Click Sec. Holders to go to the Securities Holders page.

Registers

Company / CC / Trust

Securities

- Classes
- Authorised
- Allotments
- Transfers
- Sec. Holders**
- Certificates

My Company Pty Ltd

Securities

Authorised

Class Name	Date	Number	Nominal Amount	Authorised Total
Common Shares	Created 4/06/2015	1,000		

+ Add Authorised Securities

Print Register

Shareholders and Allotments

Click Add New Securities Holder.

The screenshot shows a web application interface for 'My Company Pty Ltd'. At the top, there is a blue navigation bar with a dropdown menu labeled 'Securities'. Below this, the main content area is titled 'Securities Holders'. Under the title, there is a label 'Securities Class:' followed by a dropdown menu currently set to 'Common Shares'. Below that, there is a text input field containing 'No Securitiesholders'. A blue rectangular box highlights a button labeled '+ Add New Securities Holder'. To the right of this button is another button labeled 'Print List' with a printer icon.

Shareholders and Allotments

Complete the shareholders details and click Save.

Update Securities Holder / Member ✕

▼ Details

Copy from Search: ?

Surname / Entity:

First Names:

Address: Address used for certificates

ID / Passport No:

Email Address:

Income Tax No: Optional

▸ Addresses (optional)

▸ Phone Nos (optional)

Shareholders and Allotments

The shareholder has been added, so click Allotments to go and assign them some shares.

My Company Pty Ltd

Securities

Securities Holders

Securities Class: Common Shares

Surname / Entity	First Names	Email Address	Sec.HolderFrom	Sec.Holder To	No. Reg. Securities	No. Certif. Securities
Robinson	Michael	support@companyregister.co.za	//	//		

+ Add New Securities Holder

Print List

Click Add New Allotment.

Securities

Allotments

Securities Class: [dropdown]

No Transactions

+ Add New Allotment

Print Allotments

OK

Shareholders and Allotments

Set the date and transaction type, make sure the correct class is selected, then click the ? button next to Securitiesholder.

Update Allotments

Details

Date: ? dd/mm/yyyy Required

Transaction:

Ref.: Optional

Sec Class ID:

Securitiesholder: ?

New Cert No.:

Leave blank if you wish the system to automatically create the Certificate

Notes / Restrictions:

Payable in Cash:

Number of Shares: A Number

Amount Paid: A Number

Payable Otherwise than Cash:

Number of Shares: A Number

Amount: A Number

Shareholders and Allotments

Click the tick next to the shareholder you're assigning shares to.

Select Securitiesholder ✕

Surname / Entity	First Names	Email Address	No. Registered Securities	No. Certificated Securities	
Robinson	Michael	support@companyregister.co.za			✓ <input checked="" type="checkbox"/>

+ Add New Securities Holder

⊗ Cancel

Shareholders and Allotments

The Securitiesholder field will be filled, note that you can see who is selected on the right.

Update Allotments

Details

Date: ? dd/mm/yyyy Required

Transaction: Allotment Buy-Back Conversion Balance

Ref.: Optional

Sec Class ID: Common Shares

Securitiesholder: ? Michael Robinson

New Cert No.:

Leave blank if you wish the system to automatically create the Certificate

Notes / Restrictions:

Payable in Cash:

Number of Shares: A Number

Amount Paid: A Number

Payable Otherwise than Cash:

Number of Shares: A Number

Amount: A Number

Shareholders and Allotments

The Cert No will be filled automatically if you leave it blank. Complete the details of the allotment and click Save.

Update Allotments ✕

▼ **Details**

Date: dd/mm/yyyy Required

Transaction:

Ref.: Optional

Sec Class ID: ▼

Securitiesholder: Michael Robinson

New Cert No:

Leave blank if you wish the system to automatically create the Certificate

Notes / Restrictions:

Payable in Cash:

Number of Shares: A Number

Amount Paid: A Number

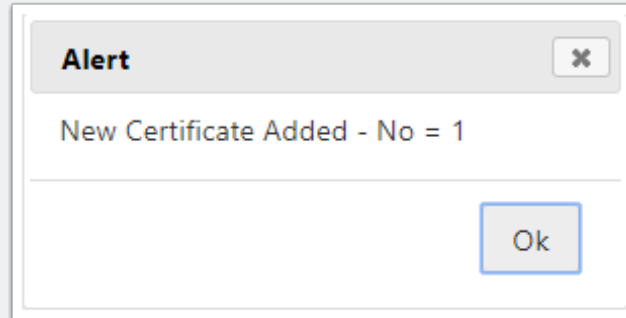
Payable Otherwise than Cash:

Number of Shares: A Number

Amount: A Number

Shareholders and Allotments

You will be notified that a new certificate has been added, you can click Ok.








The allotment has been added, you can click Print Register to view the allotments register.

My Company Pty Ltd


▼ Securities


Allotments

Securities Class: Common Shares ▼

Trn Type	Ref.	Trn Date	Alloted To	Class	No Shares	Consideration	Cert. No	Tasks
Allotment		05/06/2015	Robinson Michael	Common Shares	200	R 200	1	    
					200	R 200		

+ Add New Allotment

 Print Allotments

 Print Allotments & Transfers

Shareholders and Allotments

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

My Company Pty Ltd

Registration Number: 123456789465

Register of Allotments

Trn Date	Ref.	Allotted to	Payable in Cash		Payable Otherwise than Cash		Number of Securities	Consideration	Cert. No
			No. Securities	Amount	No. Securities	Amount			
Common Shares									
5/06/2015		Robinson Michael	200	R 200			200	R 200	1
							200	R 200	