

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 shows the 'Classes of Securities' page for 'Test Company (Pty(Ltd))'. The left-hand navigation menu includes 'Registers', 'Company / CC / Trust', 'Securities', and 'Classes' (which is highlighted). Below 'Classes' are links for 'Authorised', 'Allotments', 'Transfers', 'All Owners', '--Sec. Holders', '--Beneficial Owners', and 'Certificates'. The main content area has a blue header 'Classes of Securities' and a section titled 'Classes' containing a light blue box with the text 'No Securities Classes'. A button '+ Add New Securities Class' is highlighted with a blue border. Below it is a 'Print Allotments & Transfers' button. At the bottom are three buttons: '← Previous', '→ Next', and '✓ OK'.

Shareholders and Allotments

Click 'Add'

Update Securities Classes

Details

Class Name

Notes Rights, preferences, restrictions etc.

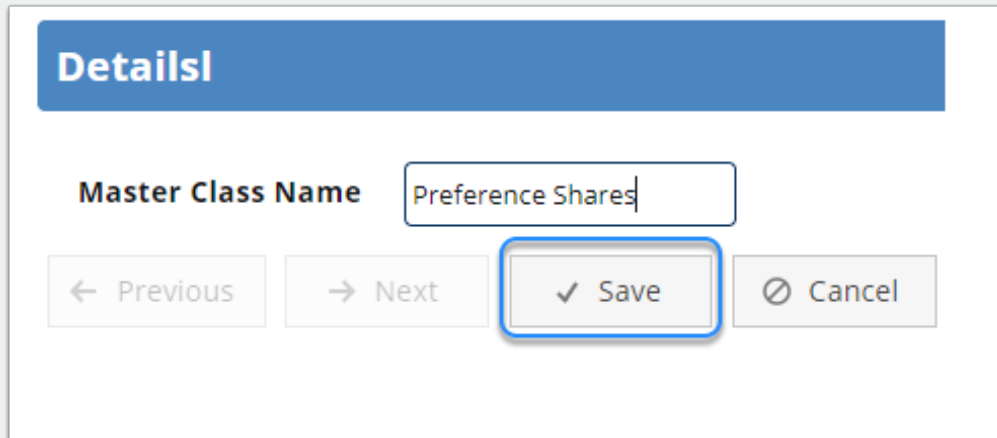
Select a class from the list or click 'Add New Master Class'

Securities Master Classes

No Securities Master Classes

Shareholders and Allotments

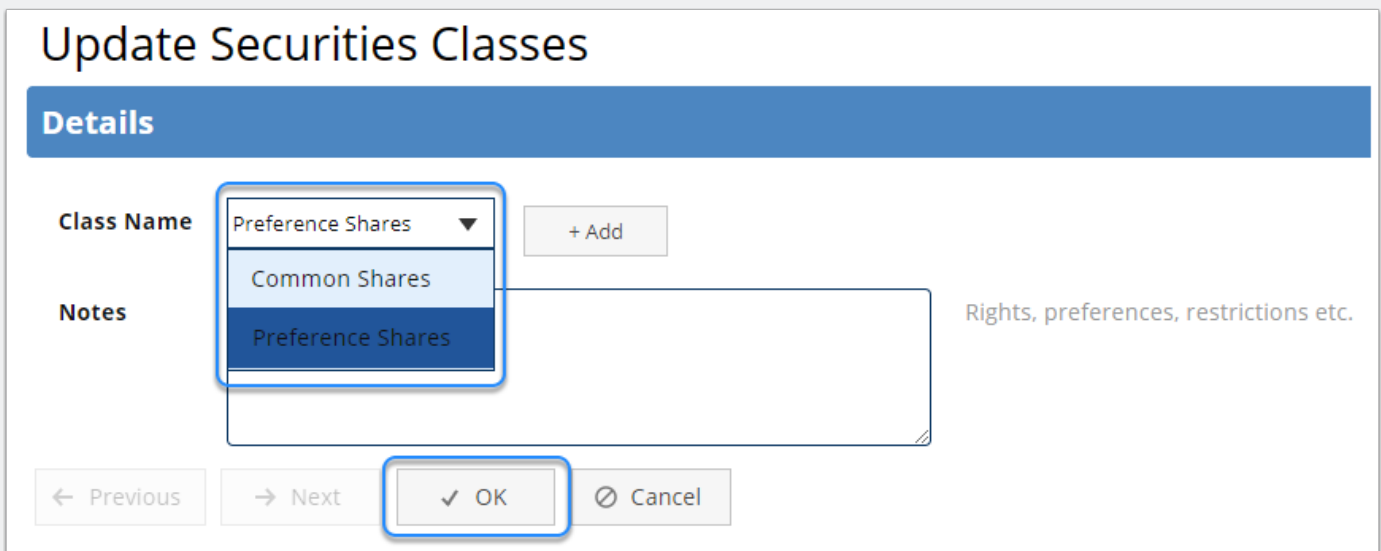
Give the class a name and click 'Save'



The screenshot shows a 'Details' form with a blue header. Below the header, there is a label 'Master Class Name' followed by a text input field containing 'Preference Shares'. At the bottom of the form, there are four buttons: 'Previous', 'Next', 'Save', and 'Cancel'. The 'Save' button is highlighted with a blue border.

Now select a Class from the drop-down box and add your notes if necessary.

Then click 'OK'

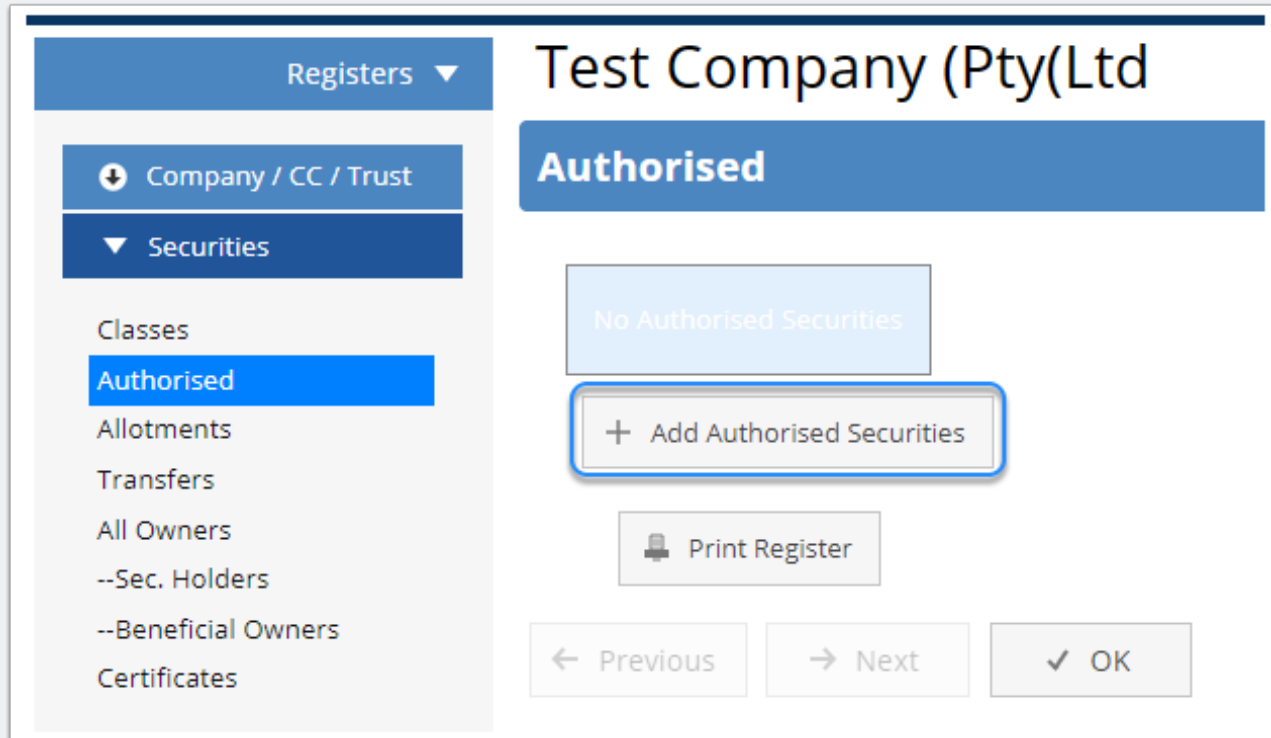


The screenshot shows the 'Update Securities Classes' form with a blue header. Below the header, there is a label 'Class Name' followed by a drop-down menu showing 'Preference Shares', 'Common Shares', and 'Preference Shares'. To the right of the drop-down is a '+ Add' button. Below the drop-down is a text area for 'Notes' with the placeholder text 'Rights, preferences, restrictions etc.'. At the bottom of the form, there are four buttons: 'Previous', 'Next', 'OK', and 'Cancel'. The 'OK' button is highlighted with a blue border.

Shareholders and Allotments

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

Click Add Authorised Securities



Shareholders and Allotments

Make sure the correct class is selected.

Add in the rest of the details and click 'Save' when you're done.

Update Authorised Securities

Details

Created Cancelled Converted

Sec Class ID

Date Created ?

Number Required A Number

Nominal Amount

Notes

Shareholders and Allotments

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

Click Add New Securities Holder

The screenshot shows a software interface for managing securities holders. On the left is a navigation menu under the heading 'Registers'. The menu items are: 'Company / CC / Trust', 'Securities', 'Classes', 'Authorised', 'Allotments', 'Transfers', 'All Owners', '--Sec. Holders' (highlighted in blue), '--Beneficial Owners', and 'Certificates'. The main content area is titled 'Test Company (Pty)Ltd' and 'Securities Holders'. It features a 'Securities Class' dropdown menu set to 'Preference Shares'. Below this is a light blue box containing the text 'No Securitiesholders'. A button with a plus sign and the text '+ Add New Sec. Holder' is highlighted with a blue border. To the right of this button is a 'Print List' button with a printer icon. At the bottom of the interface are three buttons: 'Previous', 'Next', and 'OK'.

Shareholders and Allotments

Complete the shareholders details and click Save.

Test Company (Pty(Ltd

Update Securities Holder / Member:

Details > Addresses > Phone Nos (optional)

Details

Copy from Search ?

Securities Holder Yes

Beneficial Owner No

Surname / Entity

First Names

ID / Passport No

Upload ID Doc / Passport

Email Address

Income Tax No Optional

Address Address used for certificates

Shareholders and Allotments

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

Click 'Add New Allotment'

The screenshot displays the 'Allotments' interface for 'Test Company (Pty)Ltd'. On the left, a sidebar under 'Registers' contains a tree view with 'Company / CC / Trust' expanded, and 'Securities' containing 'Classes', 'Authorised', 'Allotments' (highlighted), 'Transfers', 'All Owners', '--Sec. Holders', '--Beneficial Owners', and 'Certificates'. The main area has a blue header 'Allotments' and a 'Securities Class' dropdown set to 'Preference Shares'. Below this, a 'No Transactions' message is shown in a light blue box, and the '+ Add New Allotment' button is highlighted with a blue border. At the bottom, there are buttons for 'Print Allotments', 'Print Allotments & Transfers', '? Help', '← Previous', '→ Next', and '✓ 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	<input type="text" value="//"/>	<input type="button" value="?"/>	dd/mm/yyyy Required
Transaction	<input checked="" type="radio"/> Allotment <input type="radio"/> Buy-Back <input type="radio"/> Conversion <input type="radio"/> Consol <input type="radio"/> Balance		
Ref.	<input type="text"/>		Optional
Sec Class ID	<input type="text" value="Preference Shares"/>		
Securitiesholder	<input type="text"/>	<input type="button" value="?"/>	Required
New Cert No	<input type="text"/>		Leave blank if you wish the system to automatically create the Certificate
Notes / Restrictions	<input type="text"/>		
<hr/>			
Payable in Cash			
Number of Shares	<input type="text"/>		A Number
Amount Paid	<input type="text" value="R 0.00"/>		A Number
Payable Otherwise than Cash			
Number of Shares	<input type="text"/>		A Number
Amount	<input type="text" value="R 0.00"/>		A Number

Shareholders and Allotments

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

Select Securitiesholder ✕

Surname / Entity	First Names	
Robinson	Stacey	<input checked="" type="checkbox"/>

[+ Add New Securities Holder](#)

[⊘ Cancel](#)

Shareholders and Allotments

The Securitiesholder field will be filled.

Update Allotments

Details

Date	<input type="text" value="//"/> ?	dd/mm/yyyy Required
Transaction	<input checked="" type="radio"/> Allotment <input type="radio"/> Buy-Back <input type="radio"/> Conversion <input type="radio"/> Consol <input type="radio"/> Balance	
Ref.	<input type="text"/>	Optional
Sec Class ID	Preference Shares ▼	
Securitiesholder	<input type="text" value="Stacey Robinson"/> ?	Required
New Cert No	<input type="text"/>	Leave blank if you wish the system to automatically create the Certificate
Notes / Restrictions	<input type="text"/>	
<hr/>		
Payable in Cash		
Number of Shares	<input type="text"/>	A Number
Amount Paid	<input type="text" value="R 0.00"/>	A Number
Payable Otherwise than Cash		
Number of Shares	<input type="text"/>	A Number
Amount	<input type="text" value="R 0.00"/>	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.

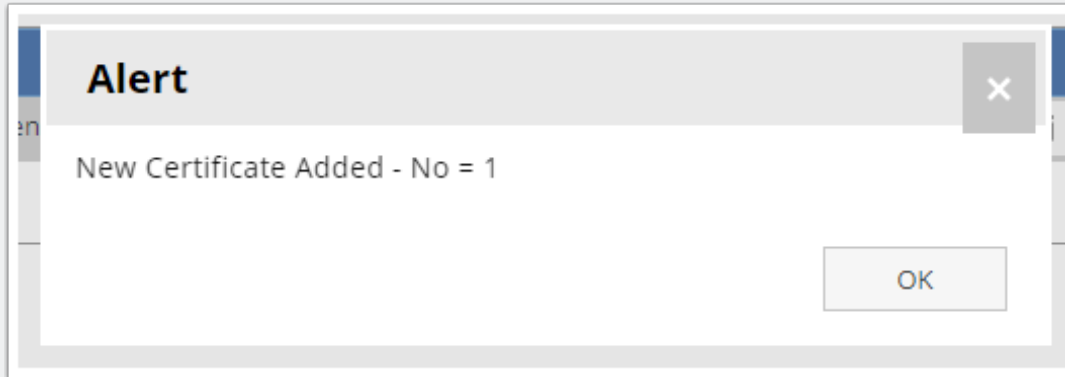
Update Allotments

Details

Date	<input type="text" value=" / /"/> ? dd/mm/yyyy Required
Transaction	<input checked="" type="radio"/> Allotment <input type="radio"/> Buy-Back <input type="radio"/> Conversion <input type="radio"/> Consol <input type="radio"/> Balance
Ref.	<input type="text"/> Optional
Sec Class ID	Preference Shares ▼
Securitiesholder	Stacey Robinson ? Required
New Cert No	<input type="text"/> Leave blank if you wish the system to automatically create the Certificate
Notes / Restrictions	<div style="border: 1px solid #ccc; height: 50px;"></div>
<hr/>	
Payable in Cash	
Number of Shares	<input type="text" value="200.00"/> A Number
Amount Paid	<input type="text" value="R 200.00"/> A Number
Payable Otherwise than Cash	
Number of Shares	<input type="text"/> A Number
Amount	<input type="text" value="R 0.00"/> 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 Allotments to view the allotments register.

Test Company (Pty(Ltd)

Allotments

Securities Class: Preference Shares

Allotments

Trn Type	Ref.	Trn Date	Alloted To	Class	No Shares	Consideration	Cert. No				Tasks
Allotment		2024/08/13	Robinson Stacey	Preference Shares	200	R 200	1				
					200	R 200					

+ Add New Allotment Export to Excel (xml)

Print Allotments Print Allotments & Transfers ? Help

← Previous → Next ✓ OK

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.

Test Company (Pty)Ltd									
Registration Number:									
Register of Allotments									
Trn Date	Ref.	Allotted to	Payable in Cash		Payable Otherwise than Cash		No. Securities	Consideration	Cert. No.
			No. Securities	Amount	No. Securities	Amount			
Preference Shares									
13/08/2024		Robinson Stacey	200	R 200			200	R 200	1
							200	R 200	