SHAREHOLDING REPORT

Dear Users,

Greetings of the day!

We have added a new feature to the dashboard i.e. Shareholding report.

You can generate a shareholding report and it will contain all the transactions done in the shareholding management at one place. You have to add data of shareholders in chronological order and your report will be prepared automatically using the data entered by you.

If you want to review how the shareholding pattern of a company has changed, this report will be a great assist for you.

> *Dashboard ⇨ Client ⇨ Select Company ⇨ Compliance Manager*
> *⇨ Master ⇨ Shareholders ⇨ Shareholding Report*

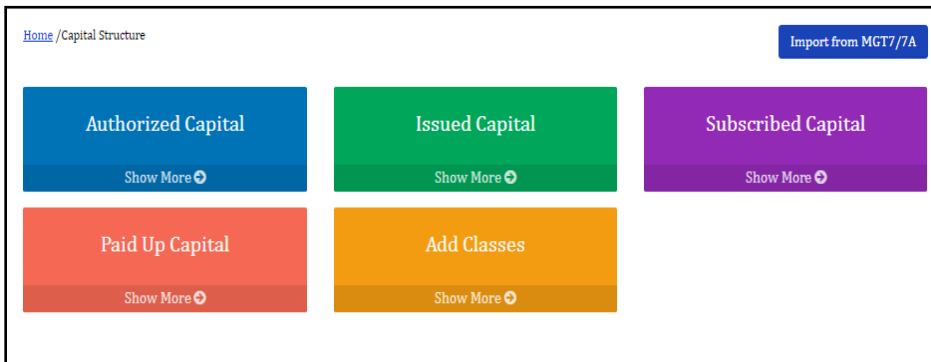This report will be displayed on your screen. You can also generate an excel file of this report.

BEGINNING AS ON 31/12/2018

Sr. No.	Date of becoming member	Name of Member	Folio Number	Number of shares subscribed	Share certificate number	Distinctive number	
						From	To
1	31/12/2018	Ved Prakash Maheshwari	1	5,000	1	1	5000
				5,000	2	5001	10000
				5,000	3	10001	15000
				5,000	4	15001	20000
				10,000	5	20001	30000
2	01/01/2019	Tripta Kumari Dhawan	2	5,000	6	30001	35000
				2,000	7	35001	37000
				3,000	8	37001	40000
				4,000	9	40001	44000
				6,000	10	44001	50000

CONSOLIDATION OF SHARE CERTIFICATES DATED 01/01/2022

Sr. No.	Name of Member	Old Share certificate number	Old Share Dis. Number	Number of shares	New Share certificate number	Distinctive number	
						From	To
1	Ved Prakash Maheshwari	1	1-5000	20000	11	1	10000
		2	5001-10000				
		5	20001-30000			20001	30000

ALLOTMENT OF SHARES VIA PRIVATE PLACEMENT DATED 01/04/2022

Sr. No.	Date of Allotment	Name of Member	Folio Number	Number of shares allotted	Share certificate number	Distinctive number	
						From	To
1	01/04/2022	Tripta Kumari Dhawan	P-01	2000	1	1	2000

CURRENT POSITION AFTER ALLOTMENT AS ON 01/04/2022

Sr. No.	Date of becoming member	Name of Member	Folio Number	Number of shares held	Share certificate number	Distinctive number	
						From	To
1	31/12/2018	Ved Prakash Maheshwari	1	5000	1	1	5000

The complete process of how to add shareholder and related transactions thereof is explained below.

STEP 1 - ADD CAPITAL STRUCTURE:

For adding the shareholder database the first thing to be done is adding capital structure of the company:

> ***Dashboard ⇨ Client ⇨ Select Company ⇨ Compliance Manager***
> ***⇨ Master ⇨ Shareholders***

Home /Capital Structure   Import from MGT7/7A

Authorized Capital	Issued Capital	Subscribed Capital
Show More ➜	Show More ➜	Show More ➜

Paid Up Capital	Add Classes	
Show More ➜	Show More ➜	

Add the capital details in chronological order here. You can also import the data from MGT-7/7A.

* If there are multiple classes you can add the same here. In case there is only Equity or Preference, you need not add that in class separately. Equity and Preference classes are auto generated when you add the capital structure. If there are specific names to you class, then go to add class option and add the classed there. After adding class, add capital details and select the class added by you in dropdown.

* You can add multiple entries in all capital except paid up capital. In paid up capital you can add one initial entry only, rest entries are to be made via allotment.

STEP 2 - ADD SHAREHOLDER:

Dashboard ⇨ Client ⇨ Select Company ⇨ Compliance Manager
⇨ Master ⇨ Shareholders

Enter Particulars of Shareholder

+ Add Shareholder in Masters   ⟲ Back

Quick Hint: If you are adding any shareholder as transferee or allottee, Pls do not add the number of shares held here.

Joint shareholding?   ○ Yes ● No

Name of Shareholder 1   Select Shareholder Name

Category   ○ MOA subscriber ○ Subsequent shareholder

Is there any beneficial owner? ○ Yes ● No

Date of becoming member	Status	Mode	Type of share
Date of becoming member	Select Shareholder Status	Select Mode of shareholding	Select Type of Share

Number of Shares	Per Share Value	% of total shares held	Folio No
Number of Shares	Value of Share	% of total shares held	Folio No

Submit

As shown in the image enter all necessary details of the shareholders.

* In case of subsequent shareholder, do not add the number of shares held.

* If the name of shareholder is not appearing in the dropdown list, then go to "**ADD SHAREHOLDER IN MASTER**" button and add the shareholder in main shareholder master, after submitting you will be redirected to this window, then you can select the shareholder and add data.

* If the same shareholder is holding shares of multiple classes then you have to add that shareholder with each class separately using the same method of adding shareholders.

* If you want to edit any personal details of the shareholder, you can do so in the main shareholder master : Dashboard -> Masters -> Shareholder's Master -> Search shareholder and then go to edit button. Make required changes and submit.

STEP 3 - ADD SHARE CERTIFICATES:

Once you have added the shareholders you can add their share certificates.

A. For MOA subscribers / Initial shareholders; adding share certificates option is available at the shareholder's list window.

Home /Shareholder's Master

| Shareholding Report | 📥 Extract List | ➕ Add Shareholder | Shareholder Management |

Quick Hint: Before making transfer or allotment, add allotee or transferee in shareholder database. CLICK HERE

Particulars of Shareholders

| Show 10 rows | Excel | Column visibility | | | | | | Search: | |

#	Shareholder Name	Father Name	Address	Category	Type of share	Folio	Number of Share	Action	Share Certificate
1				Individual	Equity Shares with Voting Rights	001	15,000	🗑 ✏	Add Details ⊙
2					Equity Shares with Voting Rights	003	15,000	🗑 ✏	Add Details ⊙
3			India	Individual	Equity Shares with Voting Rights	002	20,000	🗑 ✏	Add Details ⊙

> Click on the Add details button, enter details and submit.

B. If you have added allotment, share certificates for such allotment is to be added on the allotment window itself.

Dashboard ⇨ *Client* ⇨ *Select Company* ⇨ *Compliance Manager* ⇨ *Master* ⇨ *Shareholders* ⇨ *Shareholder Management* ⇨ *Share Allotment*

> Click on the date of respective allotment, and then go to Add details button.

Home /Shareholder's Master /Share Allotment

➕ Add Allotment

Quick Hints: 1. Before making allotment, add allottee in shareholder database. Click Here
2. For adding share certificates click on the respective date of allotment.

Particulars of Share Allotment

#	Date of Allotment	Type of Allotment	Type of Share	Number of Allottees	E-forms	Action
1.	01/01/2022	Bonus Issue	Equity Shares with Voting Rights	3	PAS-3 MGT-14	✏ 📥 🗑

#	Name of Allottee	Original Offered Quantity	Remark	Allotted Quantity	Share Certificate
1		10,000 ✏	-	10,000	⊙ Add Details
2		10,000 ✏	-	10,000	⊙ Add Details
3		10,000 ✏	-	10,000	⊙ Add Details

* Distinctive and share certificates numbers are auto-populated. Once you create share certificates and submit the data, you can not edit the distinctive number and share certificate's number.

* Share certificates should be added in sequence of share certificates number.

* To review all share certificates follow these steps: Compny ->Masters->Share Certificates.

HOW TO ADD SHARE ALLOTMENT

Dashboard ⇨ Client ⇨ Select Company ⇨ Compliance Manager ⇨ Master ⇨ Shareholders ⇨ Shareholder Management ⇨ Share Allotment

On the allotment window, go to Add Allotment.

Select the type of allotment, add necessary information and submit.

As per the type of allotment enter the requisite data and submit.

* All your allotment related documents will be prepared using the information added by you.

* If you enter meeting related information, system will automatically create the meetings and relevant agenda will also be added automatically.

* Before making allotment make sure the allotees are already added in the shareholder master. If not then go to add shareholder window and the shareholder with number of shares held as 0. After adding the shareholders head back to the allotment window and add the details.

HOW TO ADD SHARE TRANSER/TRANSMISSION

Dashboard ⇨ Client ⇨ Select Company ⇨ Compliance Manager ⇨ Master ⇨ Shareholders ⇨ Shareholder Management ⇨ Share Transfer/Transmission

On the transfer/transmission window go to Add button for adding new entry, add the information and submit.

While adding the entry please ensure to select the correct share certificate for transfer/transmission.

TRANSFER	TRANSMISSION

Before making share transfer/transmission entry please make sure that you have correctly added the details of share certificates.

In case you wish to transfer shares from a share certificate partially, you have to split the share certificate. Split process is explained in the next page.

HOW TO SPLIT/CONSOLIDATE SHARE CERTIFICATE

Dashboard ⇨ Client ⇨ Select Company ⇨ Compliance Manager ⇨ Master ⇨ Shareholders ⇨ Shareholder Management ⇨ Split/Consolidate Share Certificates

After following the instructions you will redirected to the window as shown in figure 1.

After submitting this tab, you have to fill certificate related information as shown in the figure 2.

* In the same manner as you add Split, consolidation can be added.

* Please ensure to add the correct data, because if you add any incorrect information of Share certificate number, distinctive number or denomination, the same will not be available for editing. You will have to delete the share certificates which are incorrect along with all the certificates created thereafter.