

### ESOP REGISTER

Dear users,

Greetings of the day!,

We have added a new feature to the dashboard i.e. generation of ESOP Register. You can add details of scheme and generate your register.

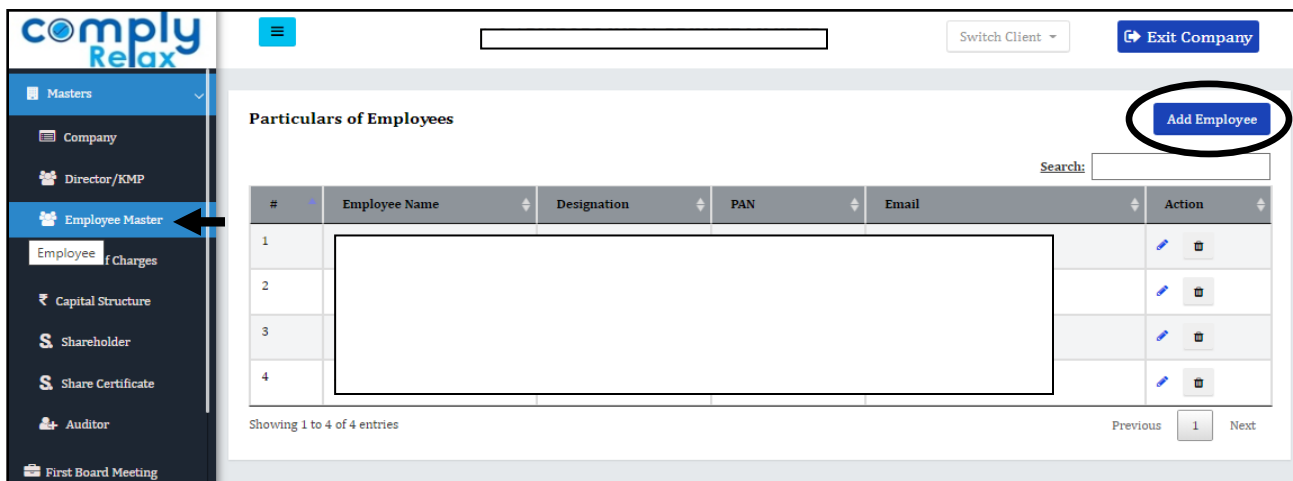
Please follow below mentioned instructions:









#### **STEP 1: ADD EMPLOYEE MASTER**

First of all you have to add your Employee's master into the system.

*Dashboard* ⇒ *Client* ⇒ *Select Company*

⇒ *Compliance Manager* ⇒ *Master* ⇒ *Employee Master*



#	Employee Name	Designation	PAN	Email	Action
1					 
2					 
3					 
4					 

Once you successfully add the employees you can add the scheme now.

#### **STEP 2: ADD ESOP SCHEME:**

*Dashboard* ⇒ *Client* ⇒ *Select Company* ⇒ *Compliance Manager*

⇒ *Reports* ⇒ *Statutory Register* ⇒ *ESOP Register* ⇒ *Add ESOP Scheme*

[Home / Statutory Registers / Register of ESOP](#)

Quick Hint: 1. To add grantee for ESOP pls update data in Employee Master. [Click Here.](#)  
2. Click on the Scheme's Name to see grantee's details.

**Particulars of ESOP**

[Add ESOP Scheme](#) [Back](#)

#	ESOP Scheme	Date of Special Resolution	Action			View/Download
1	<a href="#">ESOP New Latest 2021</a>	01/04/2021	<a href="#">Add More Grantee</a>	<a href="#">Make allotment</a>	<a href="#">Edit Scheme</a>	<a href="#">View</a> <a href="#">Word</a> <a href="#">PDF</a>

**Particulars of Grantee**

Sr. No.	Name of Grantee	No. of options granted	No. of options exercised	No. of shares arising as result of exercise of option	Exercise price	Action
1						<a href="#">Edit / Delete</a>
2						<a href="#">Edit / Delete</a>
3						<a href="#">Edit / Delete</a>

Add ESOP Scheme and grantee's details by clicking on the Add ESOP Scheme button.

If you want to make allotment to the grantees on exercise of option, click on the make allotment button.

**Allotment Details**

Type of Share:  Date of Allotment:

In the case of existing shareholders please enter the exact folio for this class of shares.

Sr. No.	Name of Grantee	Folio No.
<input type="checkbox"/> 1	VINITA KANWAR	<input type="text" value="03"/>
<input type="checkbox"/> 2	SHAILESH	<input type="text" value="04"/>
<input type="checkbox"/> 3	G.N. BHAMBORE	<input type="text" value="05"/>

[Submit](#)

Enter the details here in this pop up.

In case of new allottees add the Folio number here. And if the allottees are existing shareholders, then enter the existing folio number of the class of share capital being allotted.

**\*Edit/Delete the Grantee's Details :**

**Click on the name of Scheme - >Click on the Edit/Delete option to edit/delete any grantee's details.**

**Click on the View / Word /PDF option to view or download the ESOP register.**