

Adding a Company as a Shareholder

If you would like to add a company as a shareholder you must first add them as a “type” of person. Adding a company as a “type” of person enables certain functions (such as allotting or transferring shares) which you would not be able to if the company is just added as a Company. A “type” of person on the system can be an individual person, a group of people, a partnership, another company, or any other kind of organisation or corporate body. To add a company (as a type of person) to the system go to

Person > Add a Person > Add

From here you are able to select "What type of "Person" is this?" see this below.

- **Person**
- **Joint shareholder**
- **RLE (any company with it's own PSC register)**
- **Company on your “system name” list of companies**
- **Firm (a foreign company with no PSC register)**
- **Trust**
- **Legal person (a special office holder under PSC legislation)**

If the company you would like to add as a “type” of person is also a company you look after and is already on the system, select **Company on your “system name” list of companies** and select the company from the dropdown menu. If they are not a company on the system and you only need them on the system as a “type of person, select from on of the other options.

After all the relevant details have been filled in click **Save**. Now the company will be on the list of people as a “type” of person. You will be able to select them when making a share allotment, transfer.