

## Adding a Share Class

To add a share class first select the company you want to work on (**Company > Select a Company**)

Now go to:

- **Company > Connections > Share Classes**

Under the Share Classes title click the **Add a Share Class** button

On the share class details page, fill out all of the relevant information. Make sure to give the share class a unique name e.g if you already have a share class named “Ordinary A”, you may want to name the new share class “Ordinary B”.

Also make sure that the tick box “share class has voting rights” corresponds to the **Voting and Equity Rights** information box. For example, if you have written in the information box that the share class has no voting right, make sure the voting rights box is unticked.

After you have finished filling out the detail page click **Save**. Your new share class has now been created. If you need to edit the share class, click on the green pencil on the left hand side of the relevant share class in the share class table.