

Share Conversions

- **Menu > Company > Share Centre > Add a transaction**
- Select **Conversion** and then click **Next**
- Choose which share class you're converting from, and then which share class you're converting to.
- Under this you can choose whether to convert all of the shares from the chosen class to the other chosen class or you can choose only to convert some of them. For this example I will choose 'Only some of the shares are converted' - click next
- It is important to note that if you are planning to convert shares, you will need to add a new share class in the first instance (so the shares that are being converted have somewhere to convert to).
- The next page will ask you for the ratio of new shares to old shares, for example for every £1.00 ordinary shares, you will get 100 1p shares.
- You also have the option here to round up, round down or round to the nearest whole share.
- The next page asks you for the date you wish to convert the shares
- The next page asks you to tick the box next to the name or names of shareholders you wish to convert shares from.
- On the next page, enter how many of the shares you wish to convert, and ensure the certificate numbers are correct if this is the first time you are inputting a share transaction on the system (this will be automated after you have completed your first share transaction on this system)
- The final page gives you a full and thorough description of the transaction, make sure to check you are happy with this before moving on
- If you are not happy or if you made a mistake you can click on "Correct and re-run" button at the bottom of the page
- If you are happy that all the data imputed is correct, click 'Make register entries' and the task is complete
- If you made register entries and you found a mistake you may still "correct and re-run" by going back to Menu > Share Centre > Add Transaction and then click on "Correct and re-run" button and enter the details ie. a date for transactions that you wish to delete to start again.
- Each special share transaction has two entries per person per transaction, as in our example we are firstly moving £1 share to a special pool transaction and secondly we are taking out of the special pool a 1p share instead.