

Detailed share history

- AU

We've made some enhancements to the way you work with shareholders in Corporate Admin. We've added more functionality and given the **Shareholders** tab a new look for better record keeping and parcel tracking.

Tracking individual share parcels

We now list each individual share parcel separately in a company's **Shareholders** tab. These parcels can have multiple transactions listed under them.

Current shareholders								
Shareholder	Share class	Start date	Total shares held	Total paid	Total unpaid	Certificate number	Beneficially held	Beneficial owner
Shareholder 1	ORD	16 Jun 2019	3	\$3.00	\$0.00	10	Yes	-
Shareholder 2	ORD	01 Mar 2020	10	\$10.00	\$0.00	11	Yes	-
	ORD	15 Jun 2020	10	\$20.00	\$0.00	9	Yes	-

We've also added the ability to add or edit certificate numbers and distinctive numbers when you make any share change or add historical share transactions.

Transferring, cancelling or updating specific share parcels

You can choose a specific share parcel to transfer, cancel or update.

Cancellation details

Shareholder: Shareholder 1 | Share class: Ordinary (ORD) | Share parcel: 20 shares @ \$1 fully paid per share

Share class	Total paid value	Certificate no.	Beneficially held
Ordinary (ORD)	\$20.00	-	Yes
Total shares held	Total unpaid value	Distinctive numbers	Beneficial owner
20	\$0.00	-	-

Number of shares to cancel: 10 | Amount paid: \$ 10

Cancellation provision: Capital reduction, single shareholder company

Cert. no. for remaining shares (optional): 12 | Distinctive nos. to cancel (optional): [] to []

If want to transfer, cancel or update only some shares in a parcel, you can enter a certificate no. for the remaining shares in the **Cert. no. for remaining shares** field.

This new field appears in the **Share change** window of a 484 form when you choose to transfer, cancel, update paid values or beneficial owner.

Keeping a record of historical transactions

We've improved the company shareholders register with the ability to view and add historical transactions to both current and previous shareholders.

We've added a new **Historical shareholders** section to company's **Shareholders** tab. This section lists previously owned shares in the company. Each share parcel is listed separately.

To add a historical shareholding

1. Select a company on your sidebar go to the **Corporate Admin > Shareholders** tab.
2. In the **Historical shareholder** section, click **Add historical shareholding**.

Historical shareholders	
Shareholder	Share class
Shareholder A	ORD
Shareholder B	D
+ Add historical shareholding	

3. Select:

- **Yes** if the shareholder currently holds shares in the company
or
- **No** if the shareholder doesn't currently hold shares in the company.

4. Enter the details of the transaction in the **Share history details**.

5. If there are multiple transactions, click **Add another transaction** and enter the details.

Certificate number (optional)	Distinctive numbers (optional)
<input type="text" value="5"/>	<input type="text" value="10"/> to <input type="text" value="15"/>
Beneficially held *	Beneficial owner *
<input type="text" value="Yes"/>	<input type="text"/>
+ Add another transaction	

6. When you've entered all transactions, click **Add**. The transaction is added to the shareholder's history.

To view shareholder history

1. Select a company on your sidebar and go to the **Corporate Admin > Shareholders** tab.
2. In the **Historical shareholder** section, click on the shareholder's row to view more details.

Historical shareholders

Shareholder	Share class	Start date	End date	Total share number	Total paid	Total unpaid	Certificate number	Beneficially held
Shareholder A	ORD	02 Jun 2020	02 Jun 2020	5	\$3.75	\$1.25	2	Yes
Shareholder B	D	24 Sep 2020	24 Sep 2020	2	\$2.00	\$0.00	16	Yes

Name
Shareholder B



Address
167 CREMORNE ST
CREMORNE, Australia, 3121



Shareholder type
Individual

Share history details

TRANSACTION	Share class	Total paid value	Certificate no. transferred from	Beneficially held
Transaction type	D Class (D)	\$2.00	16	Yes
Date of transaction	Total shares transferred from	Total unpaid value	Distinctive numbers transferred from	Beneficial owner
24 Sep 2020	2	\$0.00	4 - 5	
Transfer To	Anna Pumpkin			

To edit or delete a historical transaction

1. Select a company on your sidebar go to the **Corporate Admin > Shareholders** tab.
2. Scroll down to the **Historical shareholder** section.
3. Hover over the row for the shareholder you want to edit or delete. The  button appears to the far right of the row.
4. Click  and choose **Edit** to edit the transaction details, or **Delete** to delete the record.

Certificate number	Beneficially held	
2	Yes	
16	Yes	
17	Yes	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>Edit shareholder history</p> <p>Delete</p> </div>