

# How to Manage Company Shareholders

## Objectives

- Add Company Shareholders' information

## Steps

Under the **Shareholders** tab you will be able to track and add capital and shares details, manage the preferred shares, and add new shares operations.

COM00000038 Advanced Industries  
Client - Industrial

General Info

Entity Management

Shareholders

Board Members

Attachments

Assets

Reminders

Tree View

Bank Accounts

Related Companies

Persons

Matters

Contracts & Documents

Signature Authority

Company Branches

Capital & Shares

Capital100,000EditVisualize Decimals

CurrencyUSD

Nominal Shares100

Bearer Shares0

Total Shares100

Share Par Value0

CurrencyNone

Qualifying Shares0

Comment

Save

Manage Preferred Shares

Shares Reports

Shares Operations

| Shareholder Type | Shareholder Name   | Num. Of Shares | Percentage | Shares Value | Currency | Comments |
|------------------|--------------------|----------------|------------|--------------|----------|----------|
| Contact          | Robert Cavin       | 50.00          | 50.0000 %  | 0.00         |          |          |
| Company          | Advanced Solutions | 40.00          | 40.0000 %  | 0.00         |          |          |
| Contact          | Fred Moriss        | 5.00           | 5.0000 %   | 0.00         |          |          |
| Company          | Branding Company   | 5.00           | 5.0000 %   | 0.00         |          |          |

Within the **Capital & Shares** section specify the related details such as Capital, Currency, Nominal Shares, Bearer Shares, Total Shares, etc.

Capital & Shares

Capital100,000EditVisualize Decimals

CurrencyUSD

Nominal Shares100

Bearer Shares15

Total Shares115

Share Par Value12

CurrencyUSD

Qualifying Shares10

Comment

Save

Click on the **"Shares Operations"** button on the right, to generate a comprehensive report illustrating ownership details such as percentages and values.

Shares Reports

Shares Operations

| Shareholder Type | Shareholder Name | Num. Of Shares | Percentage | Shares Value | Currency | Comments |
|------------------|------------------|----------------|------------|--------------|----------|----------|
| Company          | abc              | 50.00          | 100.0000 % | 5,000.00     |          |          |

Fill out the Required fields such as Type of Shares, Shareholder name (select from a company or person you defined previously), and Number of Shares.

Shares Operations

Type\*

Choose Type

to\*

Company / Group

Start typing

Number of Shares\*

Category

Initiated on

YYYY-MM-DD

Hijri

Executed on

YYYY-MM-DD

Hijri

Certificate Nb.

Save

Cancel

The shareholders can be observed within the company **tree view** tab, displaying their percentage ownership and a list of shareholders associated with the company, along with any shares they may hold in other companies.

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Collapse All / Expand All

Advanced Solutions

40% - Advanced Industries

20% - Stones Real Estate

Fred Moriss

5% - Advanced Industries

Robert Cavin

50% - Advanced Industries

40% - Advanced Solutions

Branding Company

5% - Advanced Industries

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!