

# Shareholder Registration System

## SH

**SH** is built to efficiently control data, while preserving flexibility and functioning in a user-friendly manner. Since produced by MIS, SH also inherits the flexibility and control provided by SEC, module supporting all MIS software application systems.

**SH** is designed to perform all Shareholder Registration Functions , in order to provide meaningful and helpful results. This functionality is insured by the set of features listed below.

- **SH** maintains user-defined and system-defined codes. The first help classifying; the latter help controlling.
- **SH** maintains multiple companies.
- **SH** provides a flexible parameter driven set-up of the system depending on the establishment business requirements and rules.
- **SH** generates on-line inquiries and reports. No need for End-Of-Year archiving or clean up's , data is always on-line .
- **SH** provides extended query capabilities (QBE) that enable the user to use any field on the screen as a query criteria.
- **SH** is able to group shareholders according to their legal status (Normal, Board Member, ...etc) and provide queries & reports accordingly .
- **SH** handles the complete mortgage cycle, starting by setting certificate status to 'Mortgaged'. SH automatically upgrades type of mortgage (1st, 2nd, ... etc) for certificate when mortgaged; SH automatically downgrades type of mortgage when mortgage on certificate is released.
- **SH** enables the user to assign a number for shareholder (checking for its uniqueness by company), knowing that it can also automatically assign it from a sequence by company, where the user is able to provide the starting number.

- **SH** enables the user to either assign a number for certificate (checking for its uniqueness by company) , knowing that it can also automatically assign it from a sequence by company, where the user is able to provide the starting number.
- **SH** maintains all daily operations concerning shareholders (sell, buy, merge/join, split, substitute/replace, transfer).
- **SH** maintains all special operations concerning shareholders (distribute share dividends, distribute cash dividends, increase capital, decrease capital, merge all certificates).
- **SH** reports on transactions/operations to control data entry either separately or globally.
- **SH** supports special-purpose reports such as ‘Daily Matching’, produced on a daily basis in order to ensure system integrity (“company balance minus total shares of KCH and total shares still open for underwriting” must be equal to “total of shares from active or mortgaged certificates” which in turn must be equal to “total of shareholders’ balances”).
- **SH** provides a wide set of reports on shareholders, certificates, checks, balances, ... as of any date or between 2 dates. These reports use a variety of parameters, and can be ordered by name, number, shares, ...etc.
- **SH** supports all stages and status of certificate (issue, print, deliver, cancel, mortgage).
- **SH** provides a separate function to reprint a certificate with the necessary control to prevent system miss-use.
- **SH** handles user-defined reporting; i.e. user is able to create/design his/her own reports on certificates, checks, invitation cards to board meeting.
- **SH** supports all stages and status of check (issue, print, deliver, cash/pay, cancel, replace).
- **SH** provides a separate function to reprint a check with the necessary control to prevent system miss-use.
- **SH** provides the mechanism to replace stolen or lost checks with the necessary control to prevent system miss-use.

- **SH** supports the complete cycle of shareholders rights issue, starting with Increase of Capital, record underwriting by shareholder, close underwriting and transfer the rest of the shares for general underwriting.
- **SH** controls the complete handling for share fractions that result from special operations, such as Distribute Share Dividends, Increase Capital, Decrease Capital.
- **SH** provides share fraction reports to associate each shareholder with his /her share fraction entitlement, if needed.

MIS\*Head Office

File Help Window

Menu

Daily Operations Find

- SH\*Application
  - Master Files
    - = Codes
  - Transactions
    - = Daily Operations
    - = Checks
    - = Mortgage
  - Processing
    - = Shares Special Operations
    - = Posting To GL
  - = Inquiries
  - Reports
    - = Shareholders
    - = Certificates
    - = Daily Operations
    - = Checks
    - = Codes

Help

Shareholders Registration System \* Replace Lost Certificate Transaction

**Hint :** Double Click to start a Module

Count: \*0

Daily Operations

- Initial Balance
- Buy Shares
- Sell Shares
- Replace Certificate
- Join Certificates
- Split Certificate
- Transfer Certificates
- Underwriting of Shares

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Action Edit Block Field Record Query Window Help

17-08-1998

Replacement

Trans.Date: 18-08-1997 Desc (A): Desc (E): hgi

Number: 348

Input Conf.

Cancel Certificate(s)

Nadine (NREC) Sawaya		
Cert.No	Shareholder	Shares
1663	1	500,000
Total Nr. of Shares		500,000
Total Nr. of Cert.		1

Issue Certificate(s)

Nadine (NREC) Sawaya		
Cert.No	Shareholder	Shares
1863	1	500,000
Total Nr. of Shares		500,000
Total Nr. of Cert.		1

Incl All Excl All Shareholder

Save any pending changes permanently in the database.

Count: \*7

