

Shareholder register template

The fields a register of members must capture, and the transaction log that keeps it defensible. This is the record everyone relies on during due diligence.

For each member

- ☐ Full name
- ☐ Address
- ☐ Date entered in the register
- ☐ Date ceased to be a member, if applicable
- ☐ Number and class of shares held
- ☐ Amount paid, or agreed to be considered as paid
- ☐ Share certificate numbers issued

Transaction log — one row per event

- ☐ Date of the transaction
- ☐ Type: allotment, transfer, buyback, cancellation
- ☐ Transferor and transferee, where applicable
- ☐ Number and class of shares affected
- ☐ Consideration
- ☐ Resulting total holding for each party
- ☐ Board resolution reference authorising it

Keeping it defensible

- ☐ Update the register at the time of the transaction, not annually
- ☐ Cross-reference every entry to a board resolution
- ☐ Reconcile the register against filed information each year
- ☐ Keep superseded certificates rather than destroying them