



# How to buy back shares in StockTreasury

16 Steps [View on Tango](#)

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Created by

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Creation Date

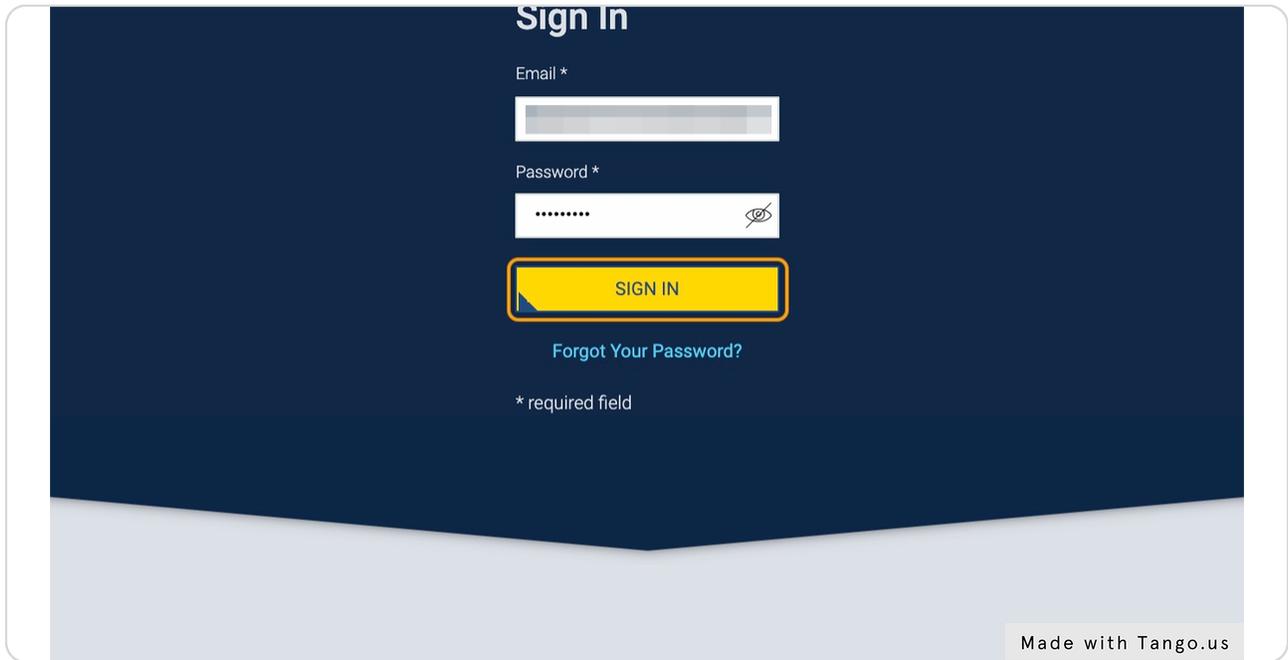
November 12, 2021

Last Updated

November 12, 2021

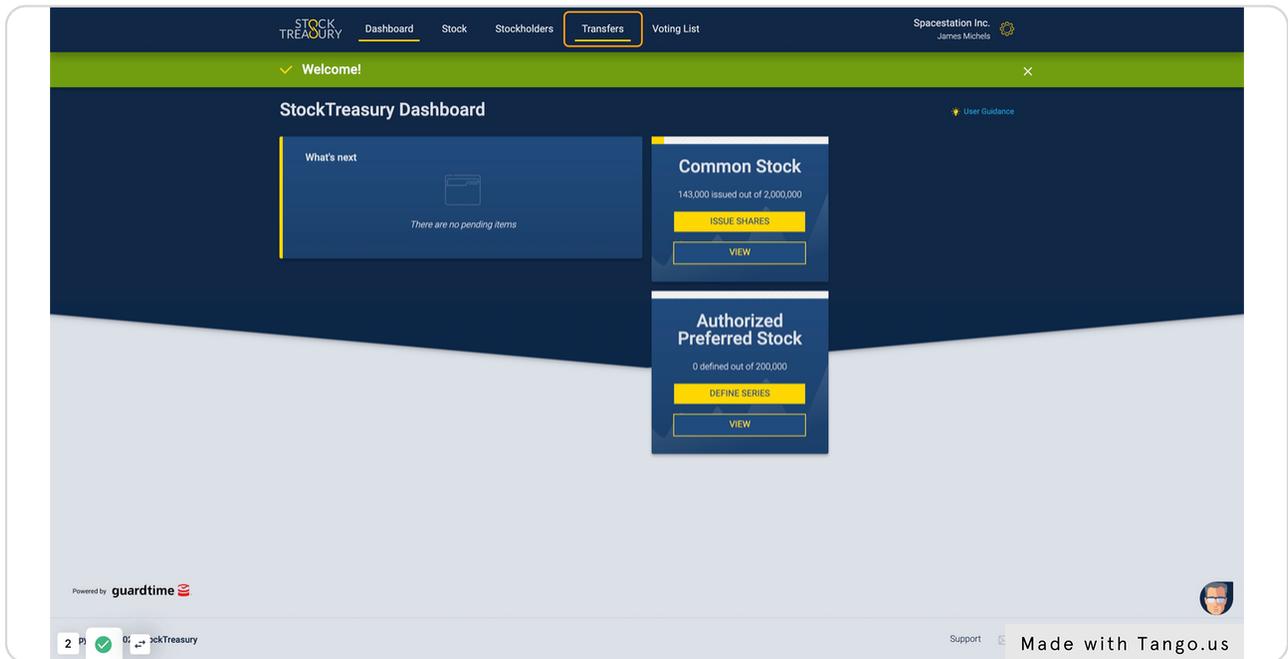
STEP 1

Go to StockTreasury and log in (on stocktreasury.app/login)



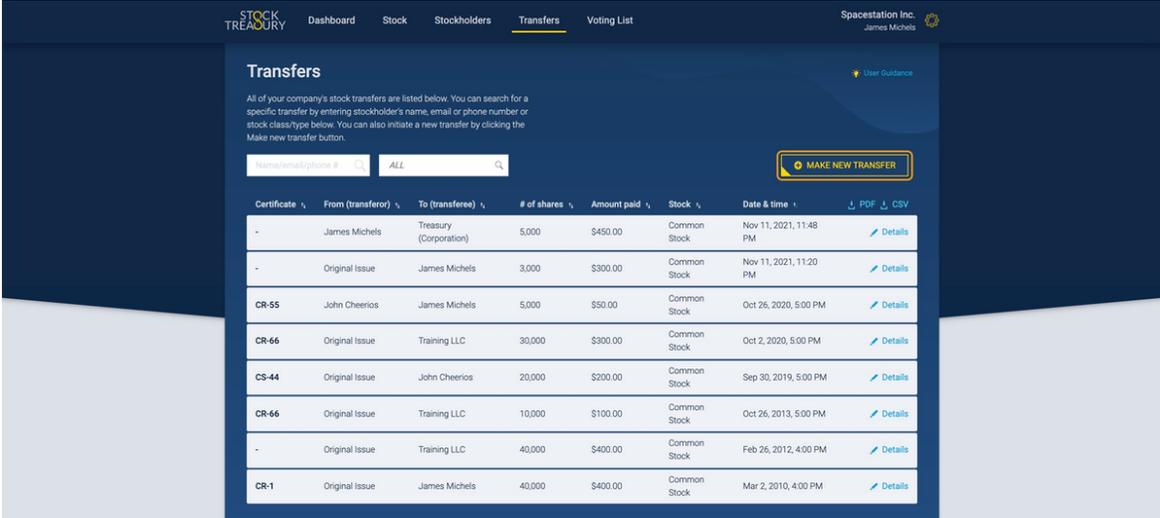
STEP 2

On the dashboard in the top nav. menu, click on Transfers



### STEP 3

## Click on MAKE NEW TRANSFER

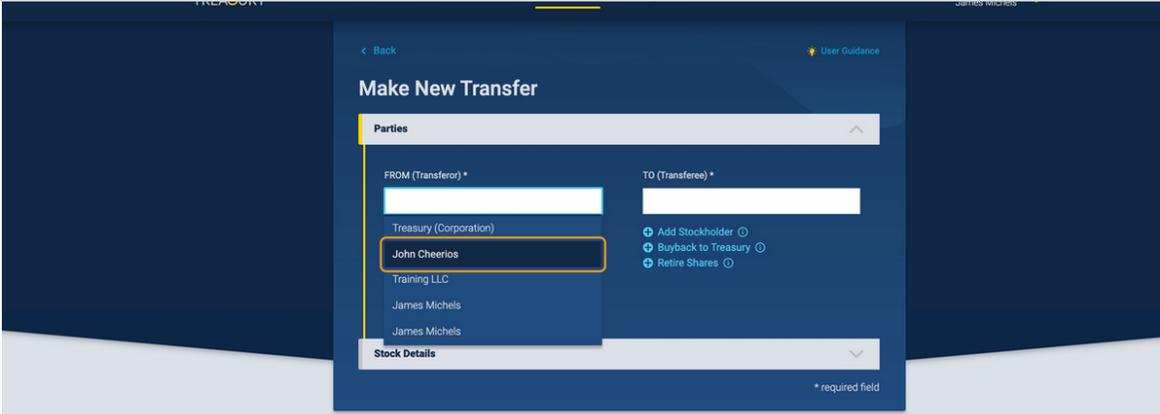


The screenshot shows the 'Transfers' page in the Stock Treasury system. At the top, there are navigation tabs: Dashboard, Stock, Stockholders, Transfers (selected), and Voting List. The user is identified as 'Spacestation Inc. James Michels'. Below the navigation is a search bar with 'ALL' selected and a 'MAKE NEW TRANSFER' button. A table lists various stock transfers with columns for Certificate, From (transferor), To (transferee), # of shares, Amount paid, Stock, and Date & time. Each row has a 'Details' link.

Certificate	From (transferor)	To (transferee)	# of shares	Amount paid	Stock	Date & time	
-	James Michels	Treasury (Corporation)	5,000	\$450.00	Common Stock	Nov 11, 2021, 11:48 PM	<a href="#">Details</a>
-	Original Issue	James Michels	3,000	\$300.00	Common Stock	Nov 11, 2021, 11:20 PM	<a href="#">Details</a>
CR-55	John Cheerios	James Michels	5,000	\$50.00	Common Stock	Oct 26, 2020, 5:00 PM	<a href="#">Details</a>
CR-66	Original Issue	Training LLC	30,000	\$300.00	Common Stock	Oct 2, 2020, 5:00 PM	<a href="#">Details</a>
CS-44	Original Issue	John Cheerios	20,000	\$200.00	Common Stock	Sep 30, 2019, 5:00 PM	<a href="#">Details</a>
CR-66	Original Issue	Training LLC	10,000	\$100.00	Common Stock	Oct 26, 2013, 5:00 PM	<a href="#">Details</a>
-	Original Issue	Training LLC	40,000	\$400.00	Common Stock	Feb 26, 2012, 4:00 PM	<a href="#">Details</a>
CR-1	Original Issue	James Michels	40,000	\$400.00	Common Stock	Mar 2, 2010, 4:00 PM	<a href="#">Details</a>

### STEP 4

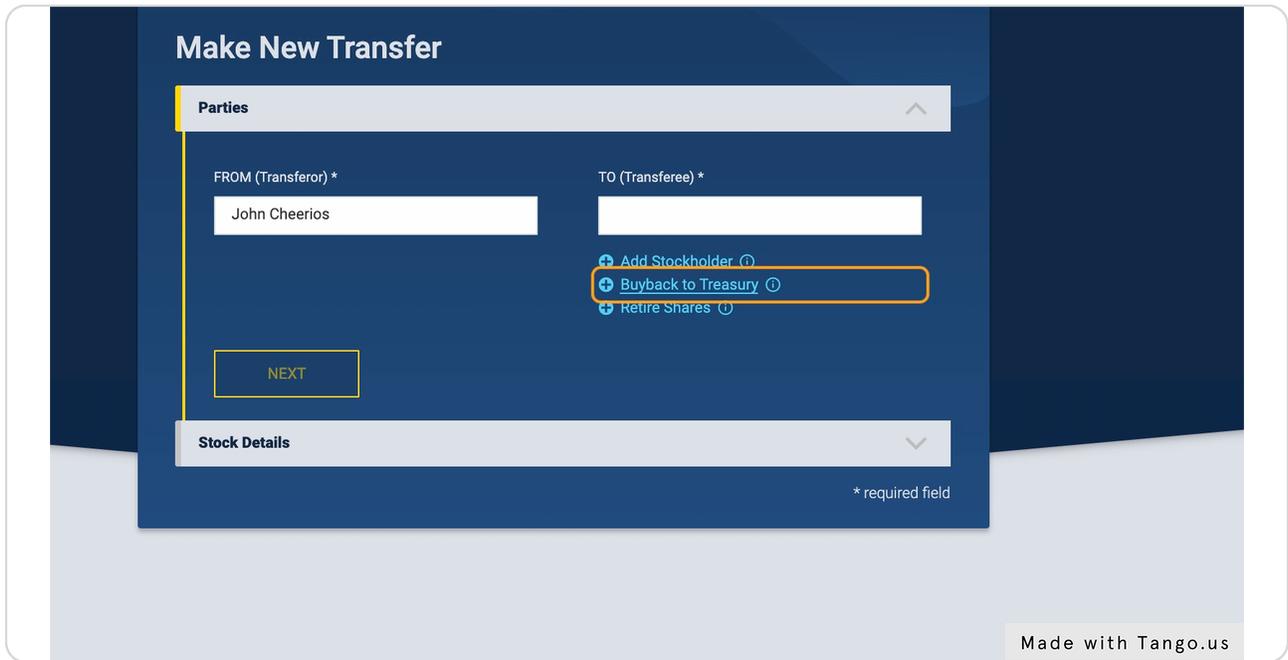
## In the FROM dropdown, choose the stockholder whose shares the corporation is buying back



The screenshot shows the 'Make New Transfer' form. The 'Parties' section has two dropdown menus: 'FROM (Transferor) \*' and 'TO (Transferee) \*'. The 'FROM' dropdown is open, showing a list of options: Treasury (Corporation), John Cheerios (highlighted with a yellow box), Training LLC, James Michels, and James Michels. To the right of the dropdowns are three buttons: 'Add Stockholder', 'Buyback to Treasury', and 'Retire Shares'. The 'Stock Details' section is partially visible at the bottom.

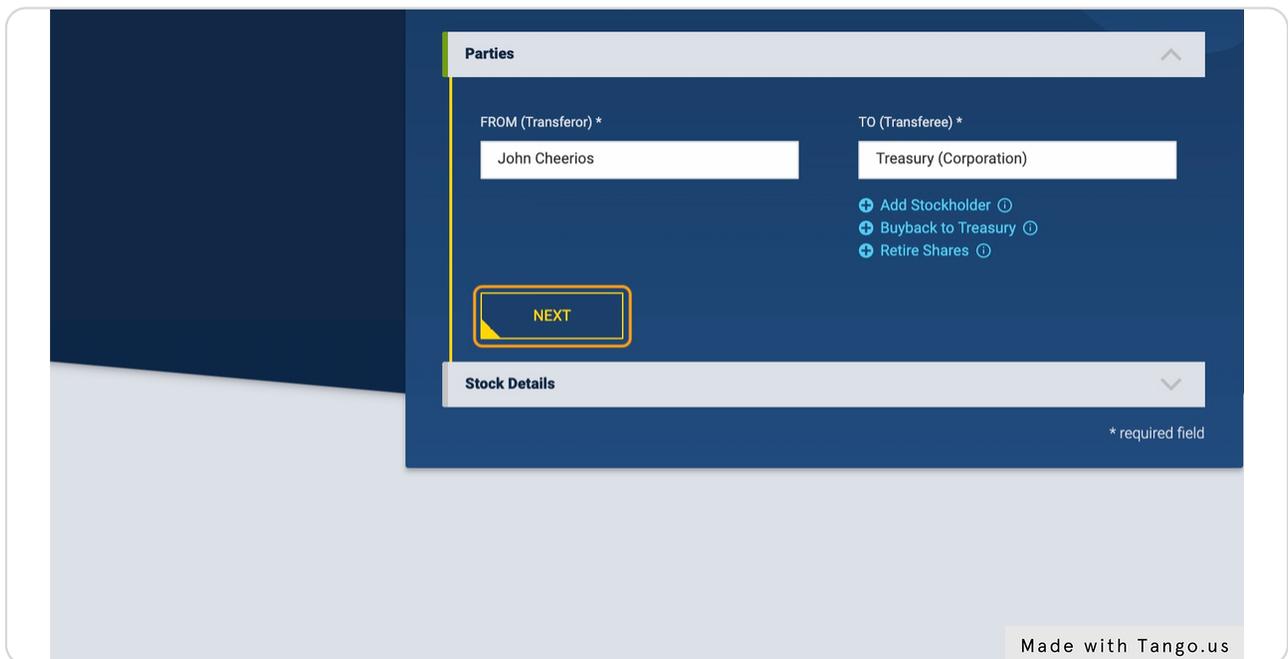
STEP 5

Click on "Buyback to Treasury"



STEP 6

Click on NEXT



STEP 7

Enter the number of shares you want to transfer

The screenshot shows a web form titled "Make New Transfer" with a dark blue header. At the top left is a "< Back" link and at the top right is a "User Guidance" link with a lightning bolt icon. Below the header are two expandable sections: "Parties" (collapsed) and "Stock Details" (expanded). In the "Stock Details" section, there are four input fields: "Stock \*" with a dropdown menu showing "Common Stock", "Date of Transfer \*" with a date picker showing "Nov 11, 2021", "Number of Shares \*" with a text input containing "5,000", and "Total amount paid \*" with a text input containing "\$0". Below these fields is a "Transfer related documents \*" section with a dashed border and the text "Drop files here to upload or click to choose file (Files up to 50MB)". At the bottom of the form is a "Legend(s)" section with a rich text editor toolbar showing icons for bold, italic, underline, list, link, and various text colors. A yellow "NEXT" button is located at the bottom center of the form. A watermark "Made with Tango.us" is visible in the bottom right corner.

STEP 8

Enter the total amount paid

This screenshot is identical to the one in Step 7, but the "Total amount paid \*" input field now contains "\$500" instead of "\$0". The "Number of Shares \*" field remains "5,000". All other elements of the form, including the "Parties" and "Stock Details" sections, the document upload area, and the legend, are the same. The "NEXT" button and the "Made with Tango.us" watermark are also present.

STEP 9

### Upload a transfer document (e.g. Board Resolution)

Parties

Stock Details

Stock \*  
Common Stock

Date of Transfer \*  
Nov 11, 2021

Number of Shares \*  
5,000

Total amount paid \*  
\$500

Transfer related documents \*  
[File Upload Icon]

Legend(s)  
[Rich Text Editor]

NEXT

\* required field

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STEP 10

### Enter restrictions, exemptions and conditions in the "Legends" field

STOCK TREASURY Dashboard Stock Stockholders Transfers Voting List Spacestation Inc. James Michels

Back User Guidance

Make New Transfer

Parties

Stock Details

Stock \*  
Common Stock

Date of Transfer \*  
Nov 11, 2021

Number of Shares \*  
5,000

Total amount paid \*  
\$500

Transfer related documents \*  
Drop files here to upload or click to choose file (Max up to 50MB)

Files  
Board Resolution.pdf X

Legend(s)  
None

NEXT

\* required field

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## STEP 11

Click on **NEXT**

The screenshot shows the 'Make New Transfer' form in the Stock Treasury system. The form is titled 'Make New Transfer' and is located in the 'Transfers' section of the 'Spacestation Inc.' dashboard. The form includes the following fields and sections:

- Parties:** A dropdown menu.
- Stock Details:** A section containing:
  - Stock \*:** A dropdown menu set to 'Common Stock'.
  - Date of Transfer \*:** A date field set to 'Nov 11, 2021'.
  - Number of Shares \*:** A text input field set to '5,000'.
  - Total amount paid \*:** A text input field set to '\$500'.
- Transfer related documents \*:** A section with a 'Drop files here to upload or click to choose file' instruction and a file upload area.
- Files:** A section showing a file named 'Board-Resolution.pdf'.
- Legend(s):** A section with a text area containing 'None'.
- Buttons:** A 'NEXT' button at the bottom right of the form.

The form is set against a dark blue background with white text and input fields. A 'User Guidance' icon is visible in the top right corner of the form area. The page number '13' and a green checkmark icon are visible in the bottom left corner. The text 'Made with Tango.us' is visible in the bottom right corner.

## STEP 12

Review the transfer details and click on **RECORD TRANSFER**

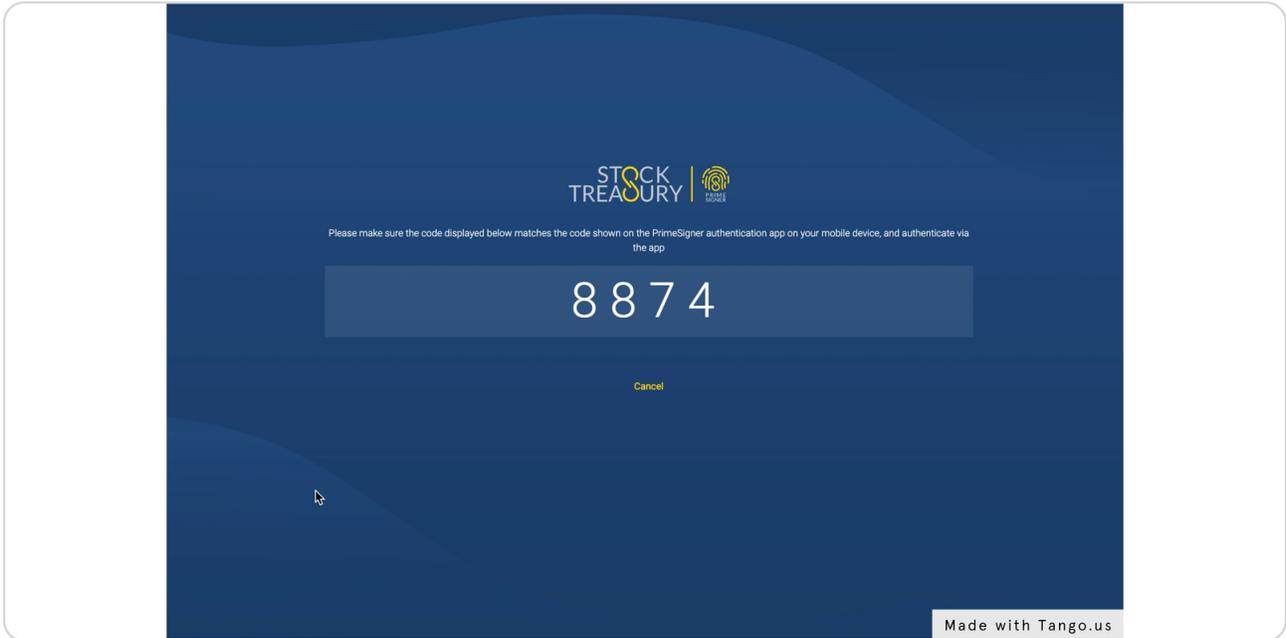
The screenshot shows the 'Pending Transfer Notification' screen in the Stock Treasury system. The screen displays the following information:

- Corporation:** Spacestation Inc.
- From (transferor):** John Cheerios (Individual)
- To (transferee):** Treasury (Corporation)
- Email:** Jcheerious55@mailinator.com
- Transfer Recorded By:** James Michels
- Date:** Nov 11, 2021
- Stock:** Common Stock
- Number of Shares:** 5,000
- Value Received:** \$500.00
- Transfer Documents:** Board-Resolution.pdf
- Legend(s):** None

At the bottom of the screen, there is a 'RECORD TRANSFER' button and an 'Edit Transfer' link. A disclaimer text reads: 'By pressing the Record button, you authorize StockTreasury to execute the transaction on terms and conditions as indicated above.' The page number '14' and a green checkmark icon are visible in the bottom left corner. The text 'Made with Tango.us' is visible in the bottom right corner.

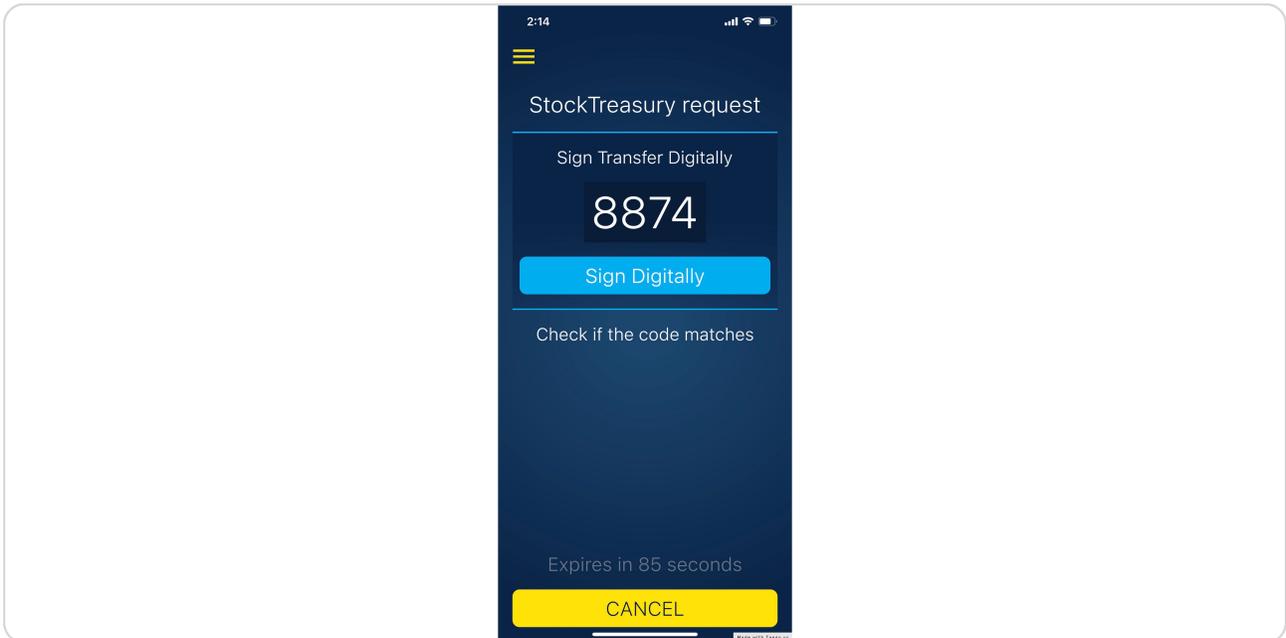
STEP 13

**A 4-digit code is displayed in the browser. Open the PrimeSigner app on your mobile device**



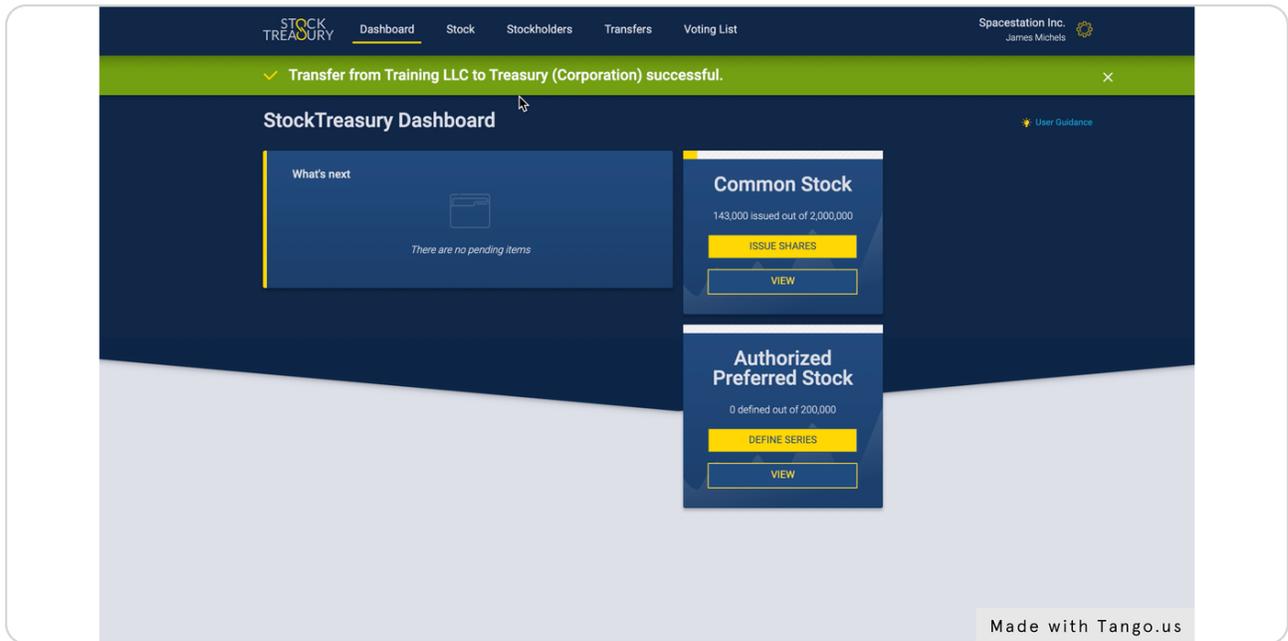
STEP 14

**Make sure codes match and click on Sign Digitally**



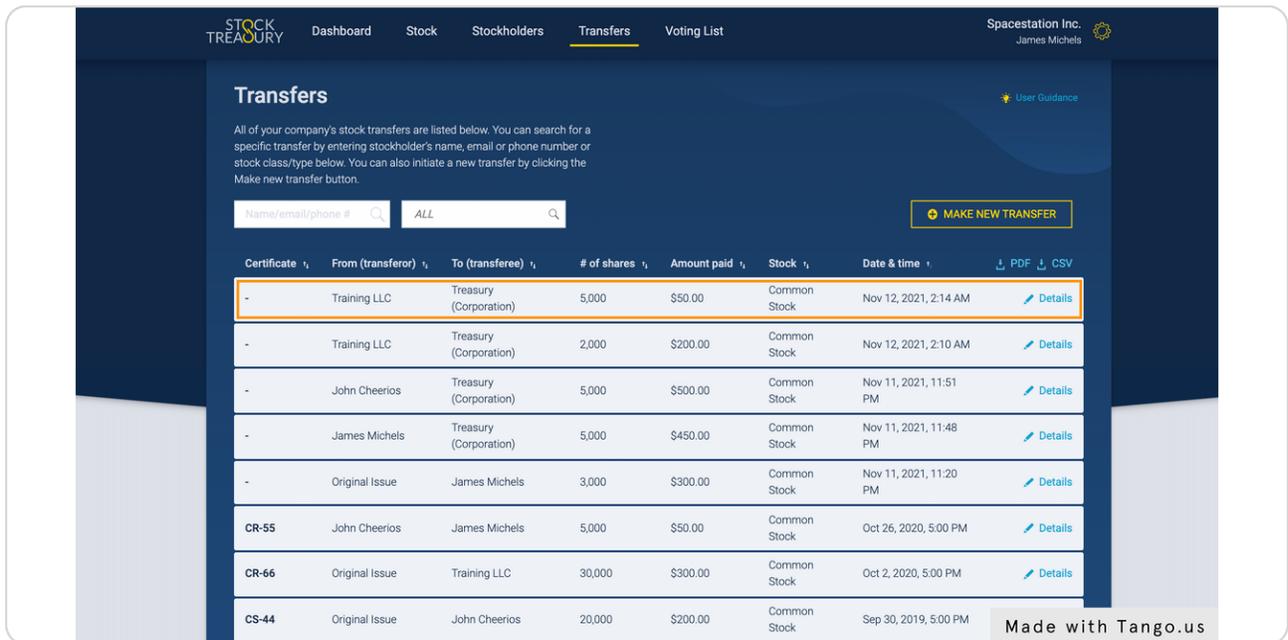
STEP 15

## Congratulations! You have successfully purchased shares back to the corporation



STEP 16

## The buyback now shows on the Transfers list



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