



# How to issue corporate shares with StockTreasury

19 Steps [View on Tango](#)

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## STEP 1

Log into your StockTreasury | Digital Stock Ledger account and go to Dashboard or Stock page

The screenshot shows the 'Capital Stock of CFC Monitoring International INC.' dashboard. At the top, there are navigation tabs: Dashboard, Stock (selected), Stockholders, Transfers, and Voting List. The user is logged in as George Souflakis. The main section is titled 'Total Number of Shares' and displays the following data:

Authorized	Issued	Outstanding	Unissued	Treasury
4,011,000	95,024	95,024	3,915,976	0

Below this, there are two columns for 'Class A Common Stock' and 'Class B Common Stock'. Each column has a table of details and an 'ISSUE SHARES' button.

Class A Common Stock	
Total Authorized	1,000,000
Unissued	978,136
Issued	21,864
Outstanding	21,864
Treasury	0
Votes per Share	1
Par Value	\$0.20

Class B Common Stock	
Total Authorized	2,000,000
Unissued	1,946,850
Issued	53,150
Outstanding	53,150
Treasury	0
Votes per Share	1
Par Value	\$0.10

At the bottom of each column, there are links: 'Download PDF', 'Stockholders', 'Transfers', and 'Stock details'. A watermark 'Made with Tango.us' is visible in the bottom right corner.

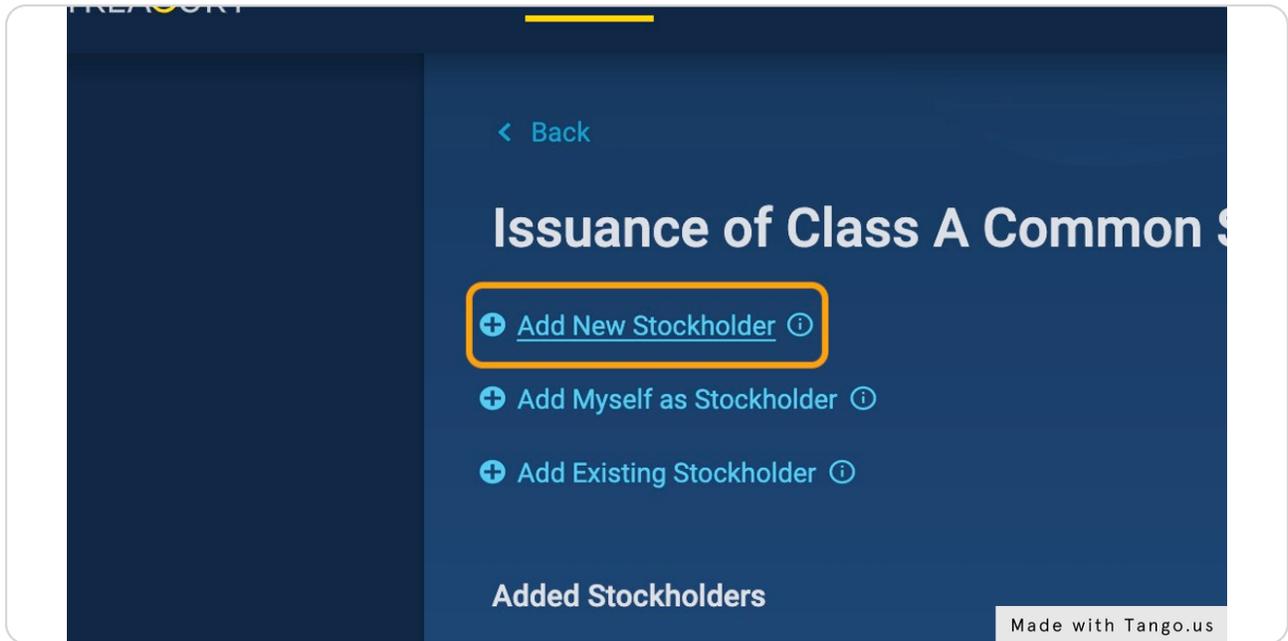
## STEP 2

Click on ISSUE SHARES within an appropriate stock tile

This is a close-up view of a stock tile. The tile displays the following text: 'Outstanding', 'Treasury', 'Votes per Share', and 'Par Value'. At the bottom of the tile, there is a prominent yellow button with the text 'ISSUE SHARES' and a blue shadow effect. Below the button are four links: 'Download PDF', 'Stockholders', 'Transfers', and 'Stock details'. A watermark 'Made with Tango.us' is visible in the bottom right corner.

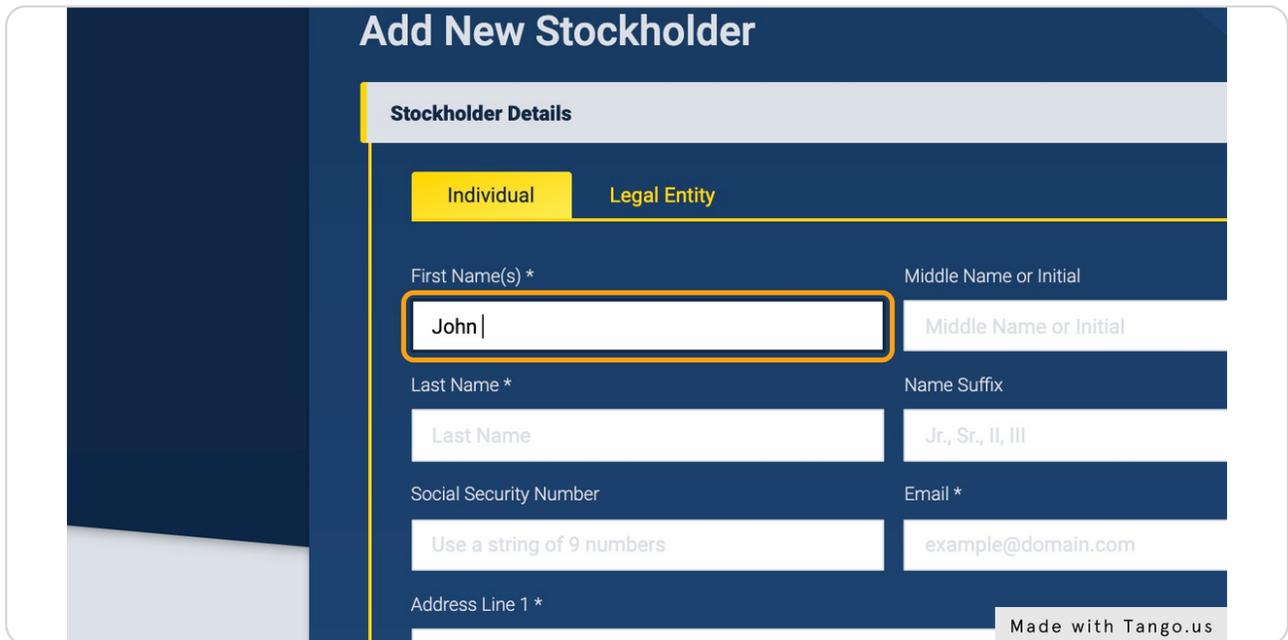
STEP 3

Choose which kind of stockholder you'd like to issue shares to. If it's a new stockholder, click on Add New Stockholder



STEP 4

Enter first name of stockholder



STEP 5

Enter last name of stockholder

Stockholder Details

Individual Legal Entity

First Name(s) \* Middle Name or Initial

John Middle Name or Initial

Last Name \* Name Suffix

Smith| Jr., Sr., II, III

Social Security Number Email \*

Use a string of 9 numbers example@domain.com

Address Line 1 \*

Address Line 1

Address Line 2

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STEP 6

Enter stockholder's email address, if available

Middle Name or Initial

Middle Name or Initial

Name Suffix

Jr., Sr., II, III

ber

Email \*

Jsmith555@mailinator.com

Field is required

State \*

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STEP 7

Enter their street address, followed by city, state, ZIP code and country of residence

The screenshot shows a registration form with two tabs: 'Individual' (selected) and 'Legal Entity'. The form contains the following fields and values:

First Name(s) *	John	Middle Name or Initial	Middle Name or Initial
Last Name *	Smith	Name Suffix	Jr., Sr., II, III
Social Security Number	475940330	Email *	Jsmith555@mailinator.com
Address Line 1 *	34 Main St.		
Address Line 2	Address Line 2		
City *	City	State *	State
ZIP Code *	ZIP Code	Country of Residence *	United States of America

A yellow box highlights the 'Address Line 1' field. A 'Made with Tango.us' watermark is visible in the bottom right corner.

STEP 8

Click on **SUBMIT**

The screenshot shows the bottom portion of the registration form. The 'Country of Residence' dropdown menu is open, showing 'United States of America' as the selected option. A yellow box highlights the 'SUBMIT' button. Below the button, there is a note: '\* Required field'. A 'Made with Tango.us' watermark is visible in the bottom right corner.

STEP 9

Enter number of shares and the amount paid in cash, then upload issuance related documents

**Add New Stockholder**

**Stockholder Details**

**Stock Details**

Number of Shares \*

Amount Paid in Cash \*

Copy of Corporate Resolution (issuance) \*

Drop files here to upload or [click to choose file](#)  
(Files up to 50MB)

Legend(s)

B I U H2 H3 H4 H5 H6

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STEP 10

One of them should be a copy of the Corporate Resolution that the issuance is based on

**Corporate Resolution by the Board of Directors**  
for \_\_\_\_\_

We, the undersigned, comprised of a majority of the directors of this Corporation, consent and agree that the following corporate resolution was made on the \_\_\_ day of \_\_\_ 20\_\_\_, at the location: \_\_\_\_\_

We do hereby consent to the adoption of the following as if it was adopted at a regular called meeting of the Board of Directors for this Corporation. In accordance with State laws and the Bylaws of this Corporation, the Board of Directors decided unanimously that: \_\_\_\_\_

Now, therefore, it is resolved, that the Corporation shall: \_\_\_\_\_

The Officers of this Corporation are hereby authorized to perform the acts to carry out this Resolution.

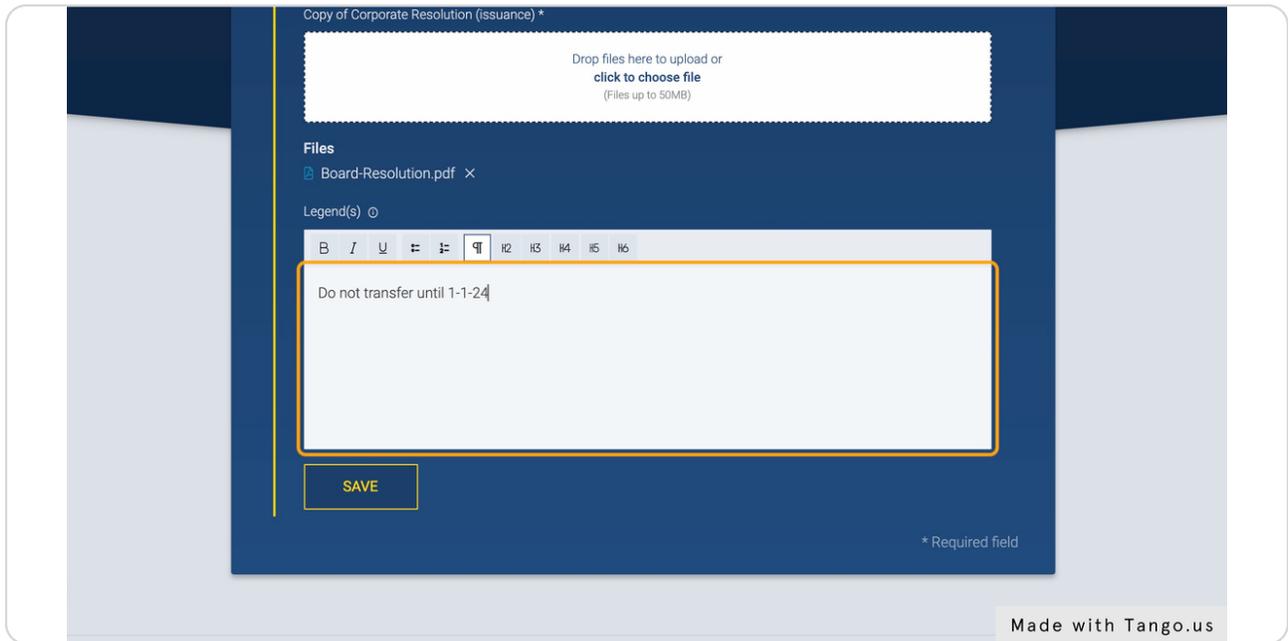
[signatures on the following page]

Board of Director Resolution - Page 1 of 2 <https://www.northwestregister.com/legal/forms/corporation/board-resolution>

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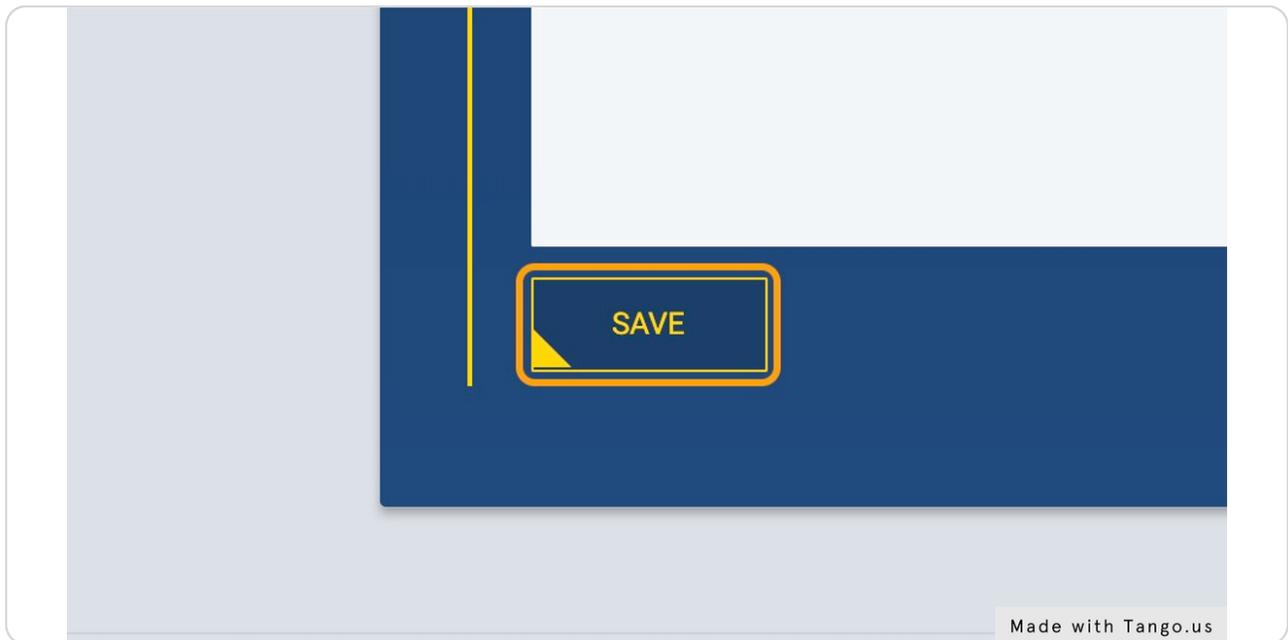
STEP 11

In the legends field, type in any restrictions, exemptions or conditions associated with the stock class or specific issuance



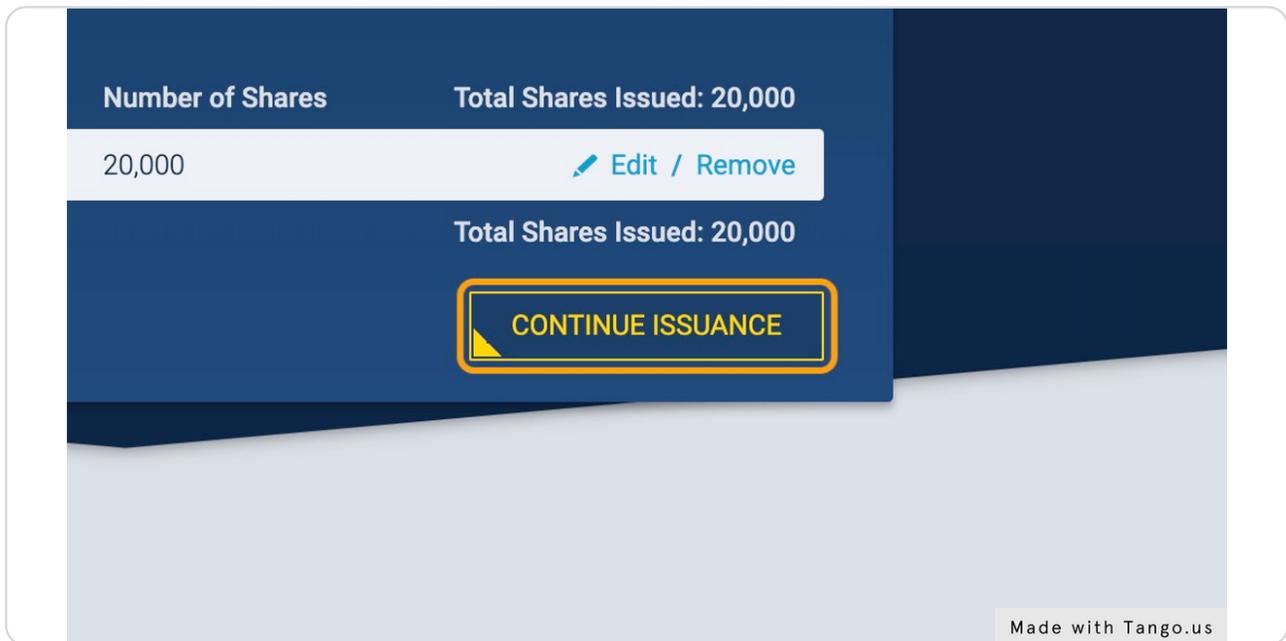
STEP 12

Click on SAVE



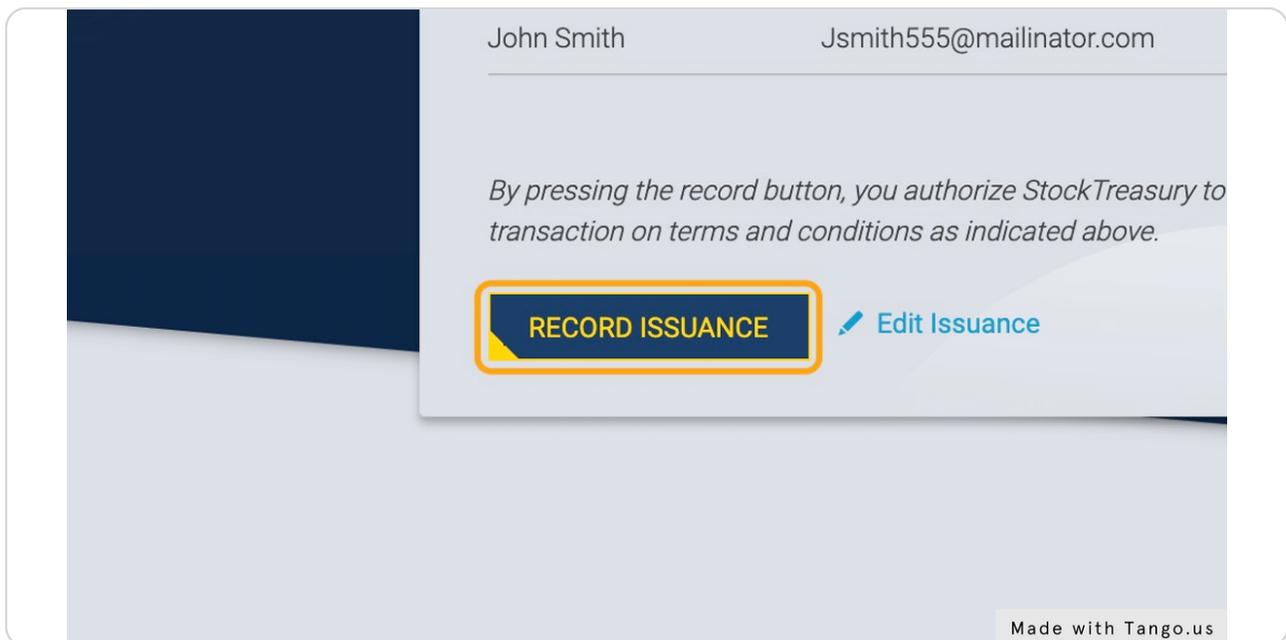
STEP 13

Click on **CONTINUE ISSUANCE** to review and record the transaction



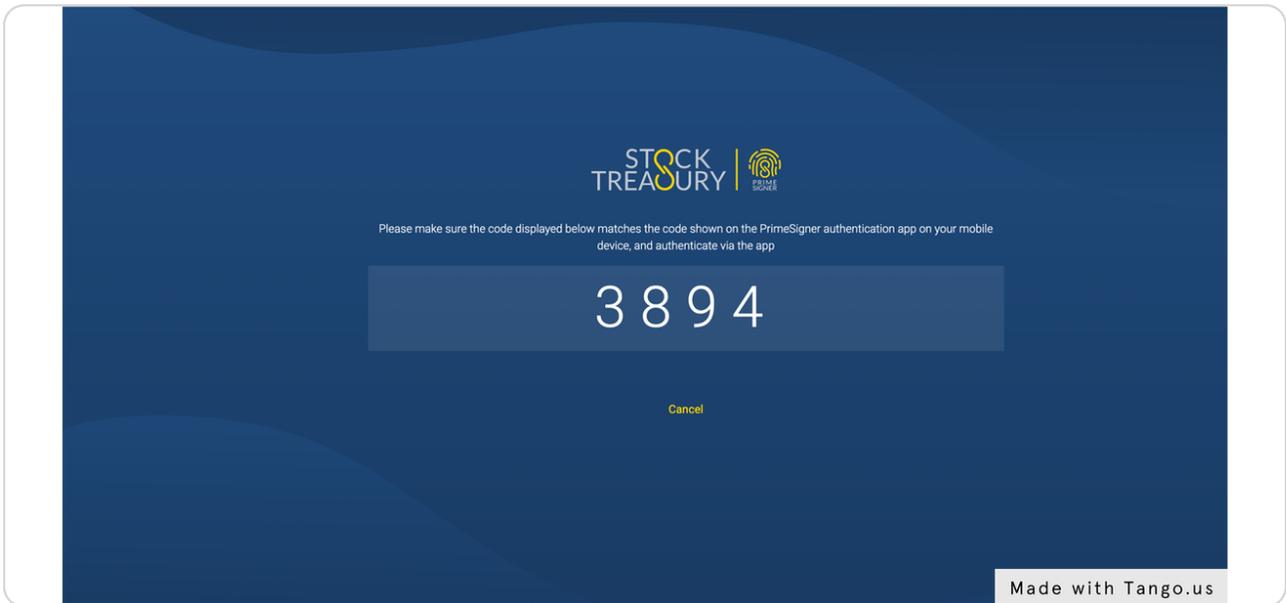
STEP 14

Carefully review stockholder and stock details and click on **RECORD ISSUANCE**



STEP 15

A security code is displayed in your browser. Open the PrimeSigner app on your mobile device, and make sure the same code is displayed there and press **DIGITALLY SIGN**



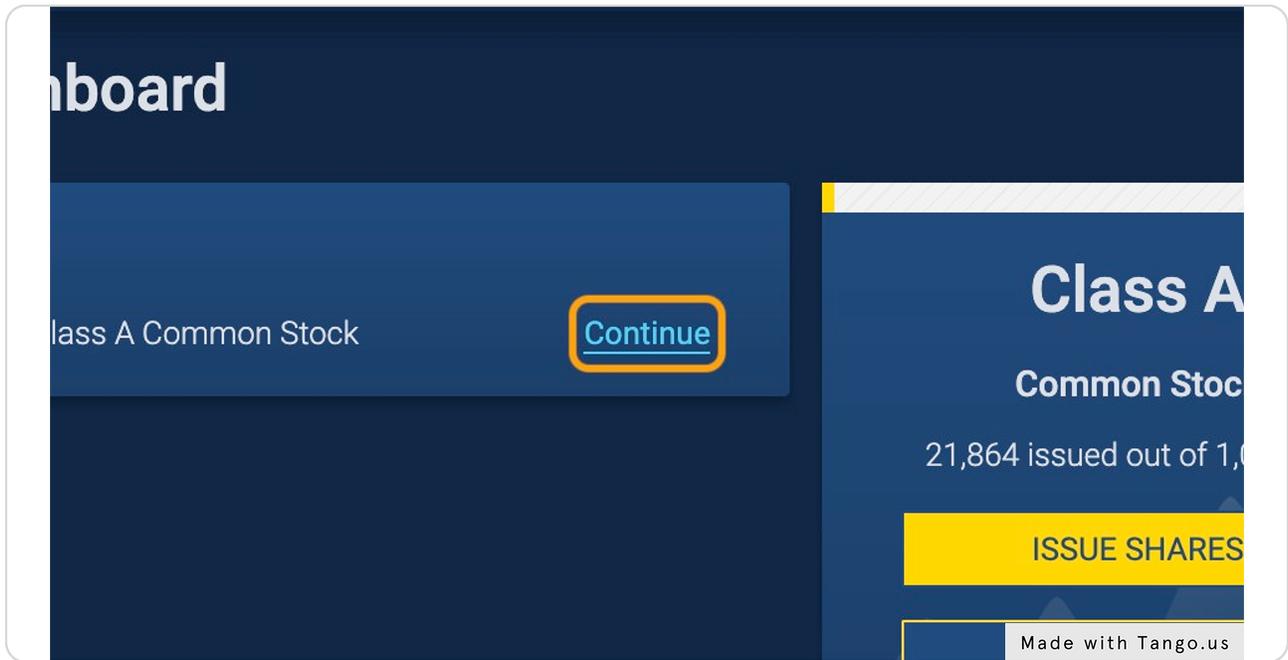
STEP 16

If you didn't complete the issuance right away, you can still find it on the **Dashboard**



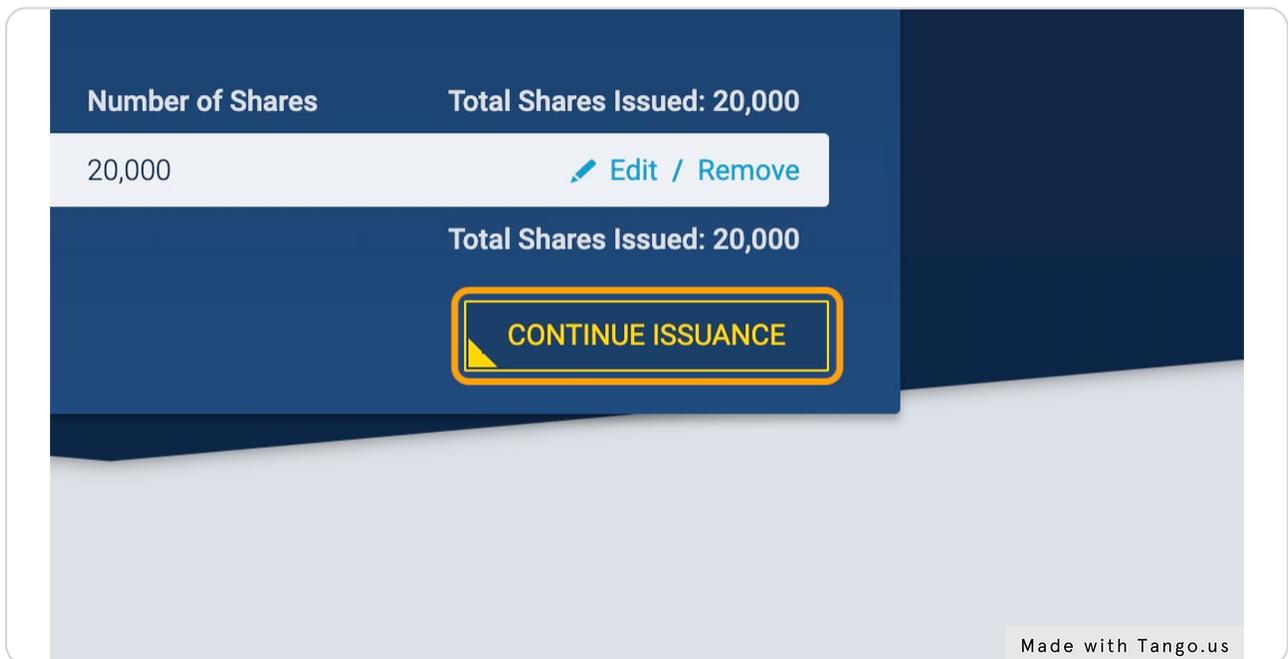
STEP 17

There, it will be displayed in the "What's next" box. Click on Continue



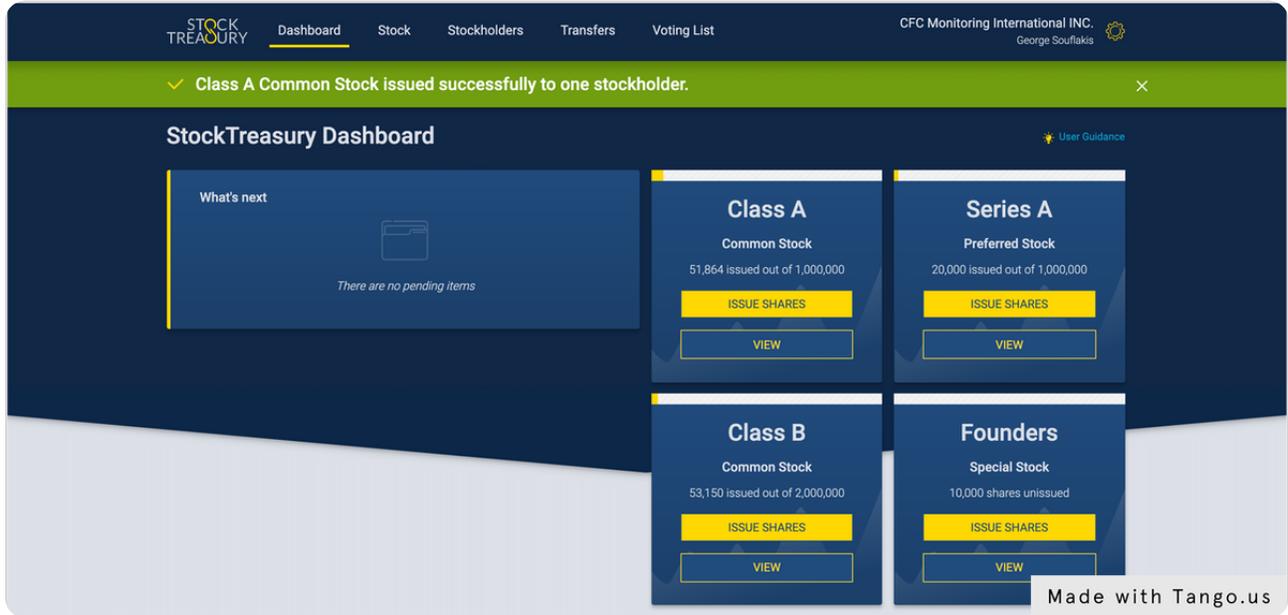
STEP 18

And finish the issuance



STEP 19

# Congratulations! You have successfully issued corporate shares with StockTreasury!



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