

# Corporate Actions

To add Corporate Actions entries in iRecord Software, from menu tab click on Corporate Action feature.

**From here you can add entries for the following corporate actions.**

1. Bonus Entry
2. Stock Split Entry
3. Merger Entry
4. Demerger/Spin Off/Amalgamation Entry
5. Dividend received Entry
6. Adding IPO Application Entry

## 1. Adding a Manual Bonus Entry

Click on Bonus Manual entry from Bonus Entry dropdown

- In script > search the script for which you want to add bonus entry
- Record date - Enter your effective record date of stock split

The software will show you your stock holding for that particular script with type of investment (share investment/stock-in-trade)

Now, we need to enter ratio in which bonus is received by you.

- In Bonus quantity – enter the quantity to be / received by you (**to be received by you**)
- In per share quantity – holding quantity

For eg(1:1), (2:1)

The screenshot shows the 'Bonus Received Entry' form in iRecord Software. The form is titled 'Bonus Received Entry' and has a light blue background. It contains several input fields and buttons. At the top, there is a 'Script' field with 'AARTI DRUGS LTD.' and a search icon, and a 'Record Date' field with '22-12-2019'. Below these are three rows of fields: 'Share Investment Total Qty' (217), 'Stock in Trade Total Qty' (0), and 'Total Qty' (217); 'Bonus Qty' (2), 'Per' (1), and 'Share Qty'; and 'Share Investment Bonus Qty Received' (434), 'Stock in Trade Bonus Qty Received' (0), and 'Total Bonus Qty Received' (434). At the bottom, there is a row of buttons: '+ ADD', 'EDIT', 'DELETE', 'SAVE', 'CANCEL', 'SEARCH', 'PRINT', and 'CLOSE'. Arrows point to the 'Script', 'Record Date', 'Bonus Qty', 'Per', and 'Share Investment Bonus Qty Received' fields.

Please check, whether Share Investment Bonus quantity received is matching with your requirements.

Now, click on save.

## 2. Adding a Stock Split Entry

Click on Split / Merger / Demerger / Amalgamation

- To enter a split entry in iRecord software, please follow following steps,
  - **Start date** – it'll be taken as a default first day of particular financial year you're adding entry into
  - **Record date** - Enter your effective record date of stock split
  - **Description** – Enter details of script with split details (For eg. Split of Tata Consumer Services with Tata Chemicals)
  - **Script** – Search and add details of with which split actions is to be exercised
  - **New Script** – Search and Add new script with which split action is exercised.
  - **Holding type** – Select whether your stock holding is in Share investment or stock in trade
  - **Type** – Split
  - **Current Face Value** – Face value of your current script
  - **New face value** – face value of your newly split script
- Click on OK
- System will ask you if you want to save split details > click Yes
- Now, click on Save

Date	Consultant	Holding Type	Script	Qty	Rate	Amount	Demat
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The effect of split details entered can be checked in reports

### 3. Adding a Merger Entry

Select Split / Merger / Demerger / Amalgamation

- To enter a split entry in iRecord software, please follow following steps,
- - **Start date** – it'll be taken as a default first day of particular financial year you're adding entry into
  - **Record date** - Enter your effective record date of Merger
  - **Description** – Enter Merger details (For eg. Merger of Tata Consumer Services with Tata Chemicals)
  - **Script** – Search for your merging script
  - **New Script** – Search for your newly merged script
  - **Holding type** – Select whether your stock holding is in Share investment or stock in trade
  - **Type** – Click on dropdown option > select Other

Press OK and from bottom click on Next

On clicking Next > you'll be taken to next page where you'll be shown merged company with new stock holding > To be save the merger details, now click on save

Date	Consultant	Holding Type	Script	Qty	Rate	Amount	Demat
15-03-2019	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	AARTI DRUGS LTD.	207	678.61	140472.27	DEFAULT DEMAT A/C

The effect of Merger details entered can be checked in reports

## 4. Adding a De-Merger Entry

Select Split / Merger / Demerger / Amalgamation

➤ To enter a split entry in iRecord software, please follow following steps,

- **Start date** – it'll be taken as a default first day of particular financial year you're adding entry into
- **Record date** - Enter your effective record date of Merger
- **Description** – Enter Merger details (For eg. Merger of Tata Consumer Services with Tata Chemicals)
- **Script** – Search
- **Holding type** – Select whether your stock holding is in Share investment or stock in trade
- **Type** – Click on dropdown option > select Other

Press OK and from bottom click on Next

On clicking Next > you'll be taken to next page where you'll be shown script with quantity to be de-merged

Add a row by pressing Enter key > Enter Record date of de-merger, consultant, stock holding type, script name, purchase rate (**if any**), Demat account

To save the de-merger details, now click on save

Merger/Demerger/Amalgamation/Split

Start Date : 01-04-2019      Record Date : 30-07-2019

Description : Demerger of Tata Chemicals with TCS

Script : TATA CHEMICALS LTD.      New Script : [Search]

Holding Type : SHARE INVESTMENT (EQUITY) A/C      Type : Other

Current Face Value : [Input]      New Face Value : [Input]      OK

Select File To Import : [Input]      Broker : SELF-BROKER A/C

Date	Consultant	Holding Type	Script	Qty	Rate	Amount	Demat
13-03-2002	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	5	43.68	218.4	DEFAULT DEMAT A/C
08-10-2002	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	100	53.5	5350	DEFAULT DEMAT A/C
03-06-2005	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	50	181.43	9071.5	DEFAULT DEMAT A/C
29-11-2010	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	25	355.226	8880.65	DEFAULT DEMAT A/C
01-12-2010	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	50	365.26	18263	DEFAULT DEMAT A/C
24-01-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	25	375.87	9396.75	DEFAULT DEMAT A/C
28-01-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	25	342.8	8570	DEFAULT DEMAT A/C
10-02-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	10	307.73	3077.3	DEFAULT DEMAT A/C
11-02-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	10	310.19	3101.9	DEFAULT DEMAT A/C
07-10-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	10	301.4	3014	DEFAULT DEMAT A/C
10-10-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	5	300.5	1502.5	DEFAULT DEMAT A/C
11-09-2018	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) ...	TATA CHEMICALS LTD.	10	746.19	7461.9	DEFAULT DEMAT A/C

Total Quantity    325      Total Amount    77907.9

Next

ADD    EDIT    DELETE    SAVE    CANCEL    SEARCH    PRINT    CLOSE

Merger/Demerger/Amalgamation/Split

Start Date : 01-04-2019 Record Date : 30-07-2019

Description : Demerger of Tata Chemicals with TCS

Script : TATA CHEMICALS LTD. New Script :

Holding Type : SHARE INVESTMENT (EQUITY) A/C Type : Other

Current Face Value : New Face Value :

Select File To Import : Broker : SELF-BROKER A/C

Original Data New Script Data Physical/Demat Account Information

Date	Consultant	Holding Type	Script	Qty.	Rate	Amount	Demat
13-03-2002	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	5	43.68	218.4	DEFAULT DEMAT A/C
08-10-2002	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	100	53.5	5350	DEFAULT DEMAT A/C
03-06-2005	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	50	181.43	9071.5	DEFAULT DEMAT A/C
29-11-2010	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	25	355.226	8880.65	DEFAULT DEMAT A/C
01-12-2010	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	50	365.26	18263	DEFAULT DEMAT A/C
24-01-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	25	375.87	9396.75	DEFAULT DEMAT A/C
28-01-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	25	342.8	8570	DEFAULT DEMAT A/C
10-02-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	10	307.73	3077.3	DEFAULT DEMAT A/C
11-02-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	10	310.19	3101.9	DEFAULT DEMAT A/C
10-02-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	10	307.73	3077.3	DEFAULT DEMAT A/C
11-02-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	10	310.19	3101.9	DEFAULT DEMAT A/C
07-10-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	10	301.4	3014	DEFAULT DEMAT A/C
10-10-2011	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	5	300.5	1502.5	DEFAULT DEMAT A/C
11-09-2018	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CHEMICALS LTD.	10	746.19	7461.9	DEFAULT DEMAT A/C
30-07-2019	SELF CONSULTANT	SHARE INVESTMENT (EQUITY) A/C	TATA CONSULTANCY SERVICES LTD.	200	0	0	DEFAULT DEMAT A/C

Total Quantity 525 Total Amount 77907.9

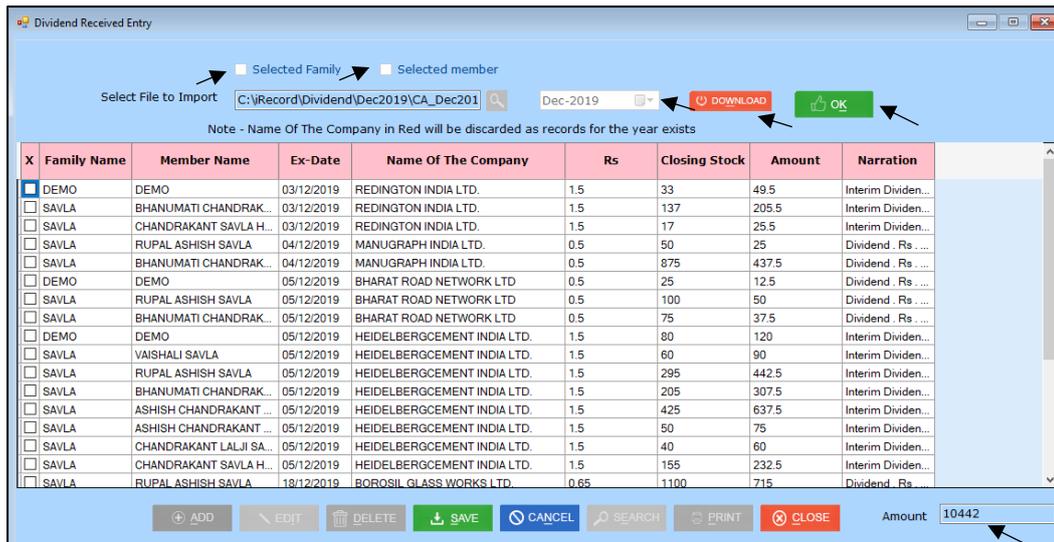
+ ADD EDIT DELETE SAVE CANCEL SEARCH PRINT CLOSE

## 5. Adding a Dividend Received Entry

Dividend received Entry

This is an automatic dividend received download entries directly from exchange.

- To record a dividend received entry in iRecord software, please follow following steps,
  - Click on Add button to start
  - **Select Family** – From here you can select specific family you wish to view recorded dividend received entries. (only if you wish to view for specific Family or can skip this step to view for All)
  - **Selected Member** - From here you can select specific members for a particular family you wish to record dividend received entries. (only if you wish to view for specific members or can skip this step to view for All)
  - **Record Month** - Enter your effective record Month in which dividend is declared
  - **Download** –Click on download button to download the dividend file
- Press OK and you'll be able to view a report for dividend received (if any) only for the stocks you're holding
- You can also view Total amount to be received by you for details filtered by you in amount at bottom
- Then, click on save from bottom to save the records



The effect of dividend entries saved can be viewed in Dividend reports

## 6. IPO Application/Allotment/Refund Entry

➤ To enter IPO entry in iRecord software, please follow following steps,

❖ Click on **Add button** to begin.

**Step 1:** Insert Application No. (any hypothetical value or refer your broker)

**Step 2:** Insert Application and Allotment Date (as per ASBA, application and allotment date is always common).

**Step 3:** Then, Select Broker (from which you have applied for IPO)

**Step 4:** Select Consultant Name if any, or **select Self-Broker**

Step 5: Then, Select Demat Name (Demat Account on which shares are credited)

**Step 6:** Select Script (name of company, if not updated – kindly update script master)

**Step 7:** Insert Quantity and rate (as per offer price and lot size)

**Step 8:** In Payment Mode: Select Cheque, Bank Transfer, Cash, Others (as per your requirement)

**Step 9:** Select Bank, or Cash

**Step 10:** It's mandatory to Tick on Is Allotment box? (Only if shares have been allotted)

**Step 11:** Insert Allotted Quantity (the numbers of shares Allotted)

❖ Then, click on save button to save the records.

❖ Now, you can view your IPO Entry in reports.

**IPO Application**  
Application - Allotment/Refund Entry

Application #  Application Date 12-10-2021 Allotment Date 12-10-2021 Holding Type SHARE INVESTMENT (EQUITY) A/C

**Basic Details**

Broker

Consultant Name

Demat Name

Script

Qty.  Rate  Amount

**Payment**

Rcpt Pymt Mode Chq Date 12-10-2021 Cheque No

Cash/Bank :

Remarks

Is Allotment ?

**Allotment/Refund**

Allotted Qty.  Amount  Difference Amount

Refund Amount

**Refund**

Rcpt Pymt Mode Chq Date 12-10-2021 Chq/DD #

Cash/Bank :

Remarks

**Please Note:** iRecord Software (iRecord InfoTech Solutions Private Limited) makes every effort to avoid errors, omissions, mistakes, discrepancies and inaccuracies in the generation of all iRecord Software reports. However, please note that iRecord does not, in any way, or by any means guarantee the accuracy of reports generated in iRecord Software.

The accuracy of reports in iRecord Software is subject to the accuracy of data either imported or manually entered in iRecord Software by users/clients, as well as the accuracy of current/historical prices provided by third-party data providers.

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