

# How to Void Retire a Stock

1. Add an Issue Stock. (Required)  
blocked URL
2. Retire a Stock. (Required)  
blocked URL
3. Select a Retired Stock on the Search Screen.

| Stock Details   |            |                |            |              |             |           |            |                 |             |              |            |              |
|---|------------|----------------|------------|--------------|-------------|-----------|------------|-----------------|-------------|--------------|------------|--------------|
| Issue   Transfer to Customer   Transfer to Equity   Retire   Void Retired   Classification   Refresh   Export   Close |            |                |            |              |             |           |            |                 |             |              |            |              |
| Stock Details   Transfers   |            |                |            |              |             |           |            |                 |             |              |            |              |
| Layout   Filter Records (F3)   1 records (1 selected)   |            |                |            |              |             |           |            |                 |             |              |            |              |
| Customer  | Stock Name | Certificate No | Issue Date | Stock Status | # of Shares | PAR Value | Face Value | Activity Status | Retire Date | Check Num... | Check Date | Check Amo... |
| ✓ Mister Karl...  | SN1        | A99            | 01/29/2016 | Voting       | 50.00       | 500.00    | 25,000.00  | Retired         | 01/29/2016  | 15289        | 01/29/2016 | 13,000.00    |

4. Click **Void Retire** button. Confirmation message box will appear.

| Stock Details   |            |                |            |              |             |           |            |                 |             |              |            |              |
|---|------------|----------------|------------|--------------|-------------|-----------|------------|-----------------|-------------|--------------|------------|--------------|
| Issue   Transfer to Customer   Transfer to Equity   Retire   Void Retired   Classification   Refresh   Export   Close |            |                |            |              |             |           |            |                 |             |              |            |              |
| Stock Details   Transfers   |            |                |            |              |             |           |            |                 |             |              |            |              |
| Layout   Filter Records (F3)   1 records (1 selected)   |            |                |            |              |             |           |            |                 |             |              |            |              |
| Customer  | Stock Name | Certificate No | Issue Date | Stock Status | # of Shares | PAR Value | Face Value | Activity Status | Retire Date | Check Num... | Check Date | Check Amo... |
| ✓ Mister Karl...  | SN1        | A99            | 01/29/2016 | Voting       | 50.00       | 500.00    | 25,000.00  | Retired         | 01/29/2016  | 15289        | 01/29/2016 | 13,000.00    |

5. Click **Yes** button.



iRely i21

Selected retired stock will be made void. Do you want to continue?

Yes

No

Message box will appear to confirm that the Stock has been Void Retired.



iRely i21

Retired Stock/s successfully voided!

OK