

NOTE: Members must have updated KYC in order to access/create member portal account

If you have not updated your KYC, please go to <https://kyc.carecoop.org>

Share Trading Platform Guide

How to Trade Shares on CareCoop Portal

Accessing the Portal

1. Open your preferred web browser (Chrome, Edge, or Firefox).
2. Visit <https://portal.carecoop.org>
3. Login using your registered email or member number and password.
If you don't have an account:
 1. Click on the "Create Account" link.
 2. Follow the prompts to register.

Listing Shares for Sale

1. Navigate to the sidebar and click on "Shares."
2. Select "Sell Shares."

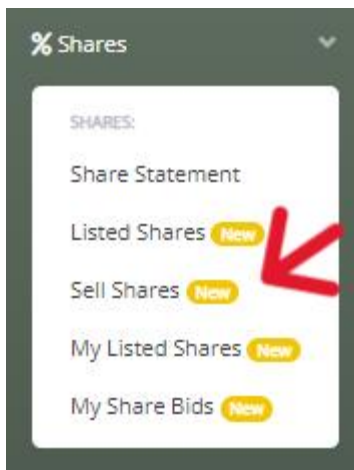


Figure 1: Navigating to Sell Shares Page

3. Fill in the required fields in the sell shares form:
 - a. Number of shares for sale.
 - b. Price per share (your own asking/offer price).

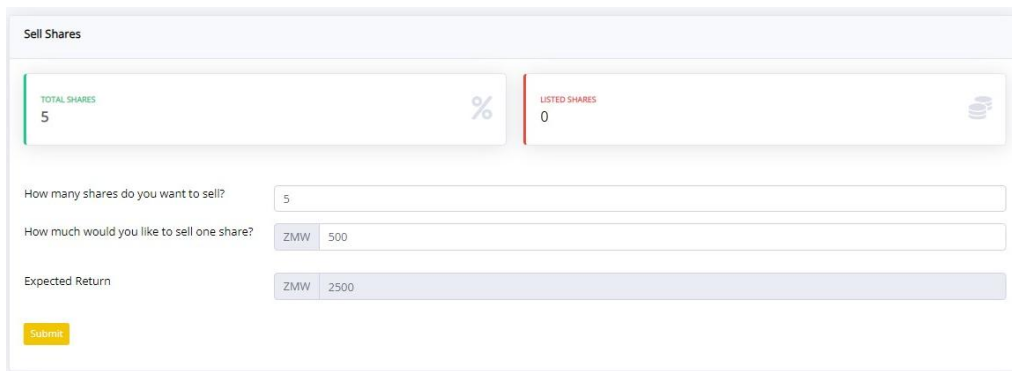


Figure 2: Filling in Sell Shares Form

4. Click "Submit."

5. Your shares will be listed on the portal for other members to bid.



My Listed Shares

Your share listing has been posted successfully!

ID	Seller	Offer Price per Share (ZMW)	Offered Shares	Expected Return	Created At	Actions
22	John Doe	500.00	5	2,500.00	2023-12-30 10:56:06	View Listing & Offers

Figure 3: Shares listed successfully.

Bidding for Listed Shares

1. From the sidebar, click on "Shares."
2. Choose "Listed Shares."

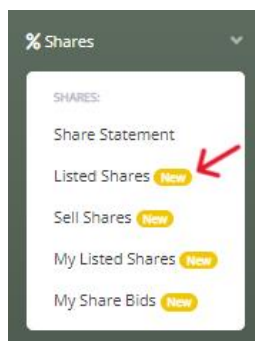
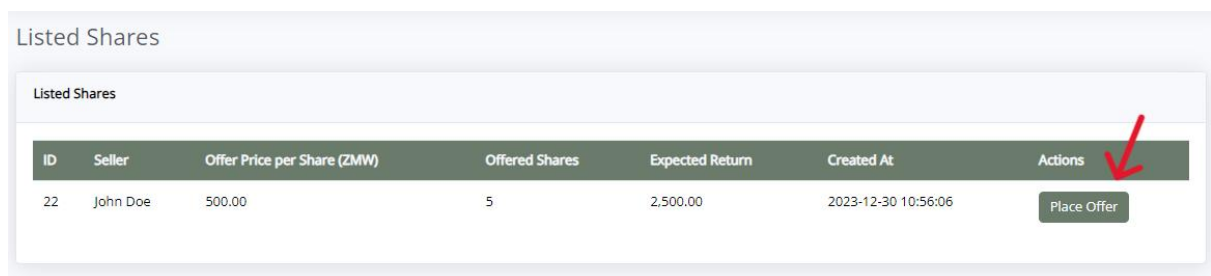


Figure 4: Navigating to Listed Shares

3. View available listings and click "Place Offer" for the desired listing.



Listed Shares

ID	Seller	Offer Price per Share (ZMW)	Offered Shares	Expected Return	Created At	Actions
22	John Doe	500.00	5	2,500.00	2023-12-30 10:56:06	Place Offer

Figure 5: Navigating to Place Offer

4. Input bid details:
 - a. Number of shares to buy (less or equal to the total number of shares listed).
 - b. Desired price per share (can be more or less than the asking price).

Figure 6: Placing offer/bid for listed share.

5. Click "Submit."
6. Your bid will be sent to the seller for approval.

Reference	Status	Listing Ref	Seller	Bid Price per Share (ZMW)	Share Bid Count	Expected Payment	Created At	Actions
BID-00016	pending	LST-00022	John Doe	600.00	5	3,000.00	2023-12-30 11:22:26	Actions

Figure 7: Successful share bid/offer

Completing Transactions

For Sellers:

1. Log into the portal and go to "My Listed Shares."

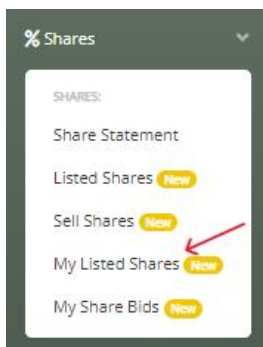


Figure 8: Navigating to My Listed Shares

2. Select "View Listing and Offers" for the associated share.

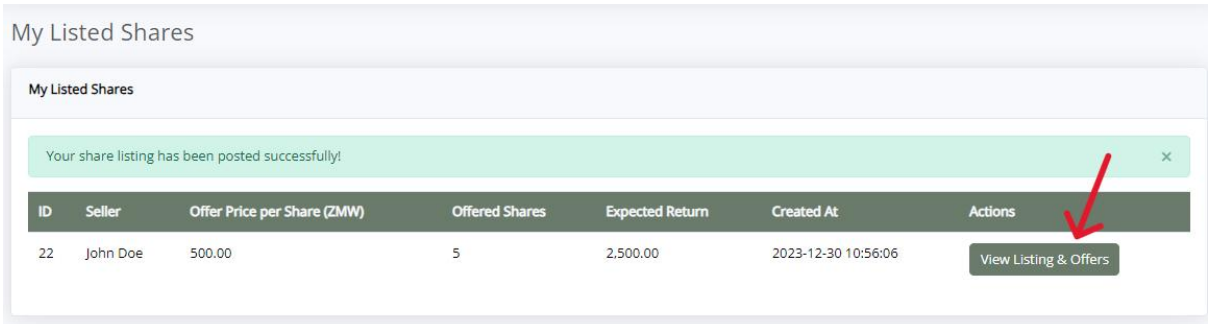


Figure 9: Navigating to View Listing & Offers

3. On View Offers page click on "Actions" to Accept/Reject offers.

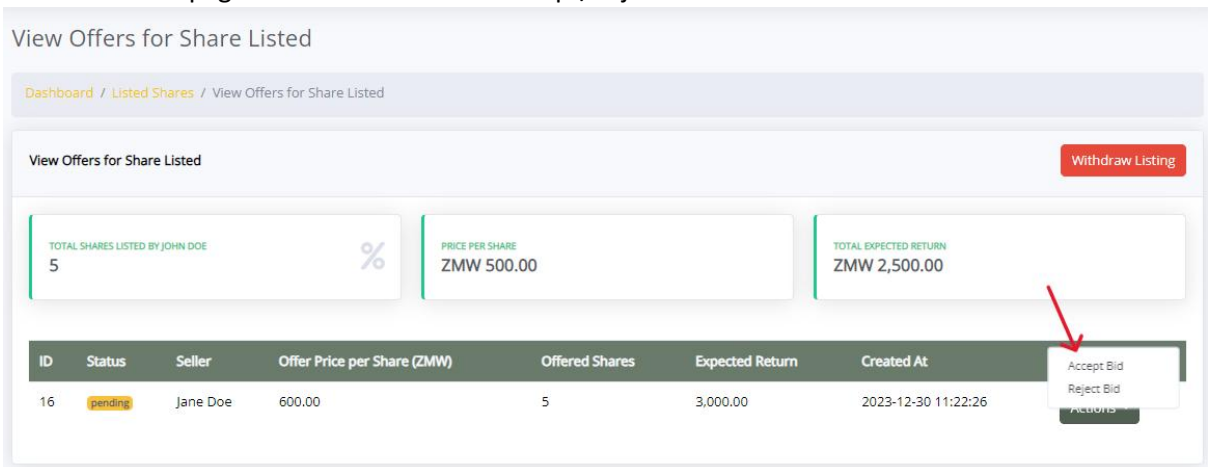


Figure 10: Bid Acceptance/Rejection

4. Upon acceptance or rejection, an email is sent to the bidder notifying them of the decision.

For Buyers:

For Approved Bidders (Payment through CareCoop):

1. Navigate to "My Share Bids" in the sidebar under "Shares."

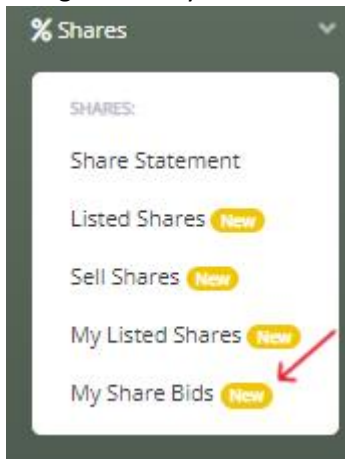


Figure 11: Navigating to My Share Bids

2. Click "Make Payment" for the accepted bid.



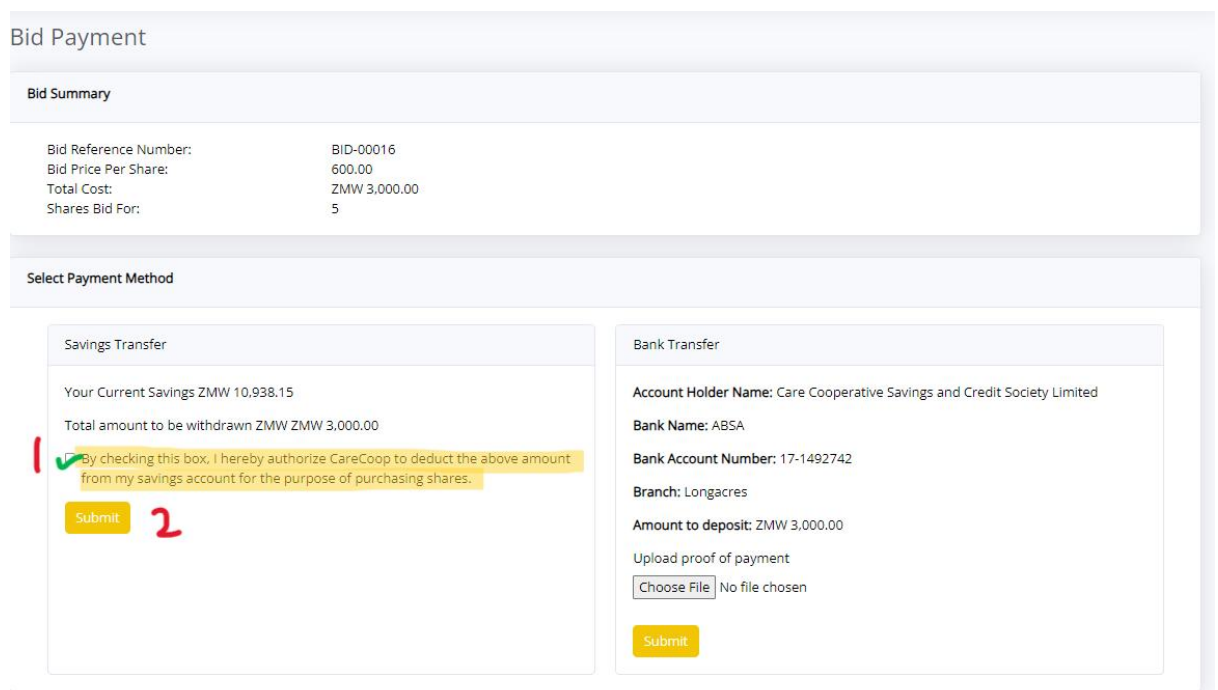
The screenshot shows a table titled "My Share Bids" with the following data:

Reference	Status	Listing Ref	Seller	Bid Price per Share (ZMW)	Share Bid Count	Expected Payment	Created At	Actions
BID-00016	accepted	LST-00022	John Doe	600.00	5	3,000.00	2023-12-30 11:22:26	Make Payment Actions

Figure 12: Navigating to Make Payment option

a. For Approved Bidders (Payment via Savings):

Agree to the declaration for deduction from savings account and click "Submit."



The screenshot shows the "Bid Payment" form with the following sections:

Bid Summary

Bid Reference Number:	BID-00016
Bid Price Per Share:	600.00
Total Cost:	ZMW 3,000.00
Shares Bid For:	5

Select Payment Method

Savings Transfer

Your Current Savings ZMW 10,938.15
Total amount to be withdrawn ZMW ZMW 3,000.00

By checking this box, I hereby authorize CareCoop to deduct the above amount from my savings account for the purpose of purchasing shares.

[Submit](#)

Bank Transfer

Account Holder Name: Care Cooperative Savings and Credit Society Limited
Bank Name: ABSA
Bank Account Number: 17-1492742
Branch: Longacres
Amount to deposit: ZMW 3,000.00

Upload proof of payment
 No file chosen

[Submit](#)

Figure 13: Purchase via Savings

a. *For Approved Bidders (Payment via Bank Transfer):*

1. Deposit the specified amount into the CareCoop bank account.
2. Upload proof of payment.
3. Click "Submit."

The screenshot displays the 'Bid Payment' interface. At the top, there is a 'Bid Summary' section with the following details:

Bid Reference Number:	BID-00016
Bid Price Per Share:	600.00
Total Cost:	ZMW 3,000.00
Shares Bid For:	5

Below the summary is the 'Select Payment Method' section, which offers two options:

- Savings Transfer:** Shows 'Your Current Savings ZMW 10,938.15' and 'Total amount to be withdrawn ZMW ZMW 3,000.00'. It includes a checkbox for authorization and a 'Submit' button.
- Bank Transfer:** Lists account details: 'Account Holder Name: Care Cooperative Savings and Credit Society Limited', 'Bank Name: ABSA', 'Bank Account Number: 17-1492742', and 'Branch: Longacres'. It shows 'Amount to deposit: ZMW 3,000.00' and includes an 'Upload proof of payment' section with a 'Choose File' button (currently showing 'No file chosen') and a 'Submit' button.

Figure 14: Payment via Bank Transfer

Payment Authorization:

1. CareCoop will review the submitted payment.
2. Upon authorization, both seller and buyer will be notified.

Important Notes:

- All certificates will be digitally issued however all physical certificates held by the seller (relating to the sale) must sent to carecoop premises.
 - Ensure accuracy when listing shares or placing bids.
 - Respond promptly to offers or bids to facilitate transactions.
 - Check emails regularly for notifications regarding bid acceptance/rejection.
 - Follow payment instructions accurately to complete transactions smoothly.
- Remember, this guide aims to simplify the trading process on the CareCoop portal. Always review details before submission to ensure accuracy and successful transactions.

For any queries please email info@carecoop.co.zm.