

Cap table format: ownership tables

Instructions

- Outline all layers of ownership of your company, up to the ultimate beneficial owners of the company
- For layer 1, add all natural persons or legal persons (a company) that own more than 25% of your company or have greater than 25% voting rights of your company.
- Add as many layers as required until you reach the ultimate beneficial owners
- If there are no shareholders with greater than 25% of the ownership shares or voting rights, add the CEO or Managing Directors of the companies
- Make sure your cap table submission is:
 - Accurate and readable
 - Dated within the **last 12 months**
 - Certified as true content and signed by one of the following:
 - A notary
 - An external qualified lawyer, solicitor, advocate, or a law firm incorporated in EEA
 - A certified accountant registered with a professional body within EEA
 - An external auditor or other certifying officers that are equivalent to a notary in a jurisdiction

You can use the example shared in the Appendix below to get a better understanding of how to fill out this table. Feel free to replicate the example table, and fill it out with your company's ownership details.

Registered company name: _____

	Company (Y/N)	Name or company name	Shares ownership: XX%	Voting rights: XX%	Entity ownership refers to
1					
2					
3					
4					
5					
6					

I hereby certify that the information in this document on ownership of this company is true content

_____ Name of authorised representative

_____ Date of signing

_____ Signature of authorised representative

Appendix

Here you can find an example cap table to help you fill out your own. It shows a company (ABC Limited) with a three-layer ownership structure, consisting of a mixture of natural persons and legal entities.

- Layer 1: shows the company is directly owned by two other businesses
- Layer 2:
 - one business is owned by two natural persons
 - The other business is owned by two natural persons, but one of these natural persons also owns the first business in this layer
- Layer 3:
 - shows the natural person shareholders of the business in layer 2

Registered company name: ____ABC Limited____

	Company (Y/N)	Name or company name	Shares ownership: XX%	Voting rights: XX%	Owned entity
1	Y	Paper Company LTD	50	50	ABC Limited
2	Y	Scissors Company LTD	50	50	ABC Limited
3	N	Adam Smith	30	30	Paper Company LTD
4	N	Jane Smith	30	30	Paper Company LTD
5	Y	Another Company LTD	40	40	Paper Company LTD
6	N	Adam Smith	50	50	Scissors Company LTD
7	N	Will Doe	50	50	Scissors Company LTD
8	N	John Jacob	75	75	Another Company LTD

9	N	Louise Jacob	25	25	Another Company LTD
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