

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
 - Signed by one of the following:
 - Director
 - Company secretary
 - Other legal representative mentioned in the registry or by any other authorised signatory or by a notary

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					

_____ Name of authorised representative of the company

_____ Date of signing

_____ Signature of authorised representative of the company

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____

	Compa ny (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

- Please make sure your submission is accurate, readable, dated within the **last twelve (12) months**, and signed according to the rules below
 - Cap table should be signed by **one (1) of the following**:
 - a director/company secretary/other legal representative mentioned in the registry or by any other authorized signatory or by a notary