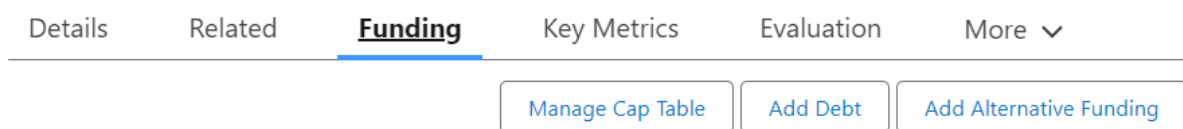


## How to Create a Cap Table

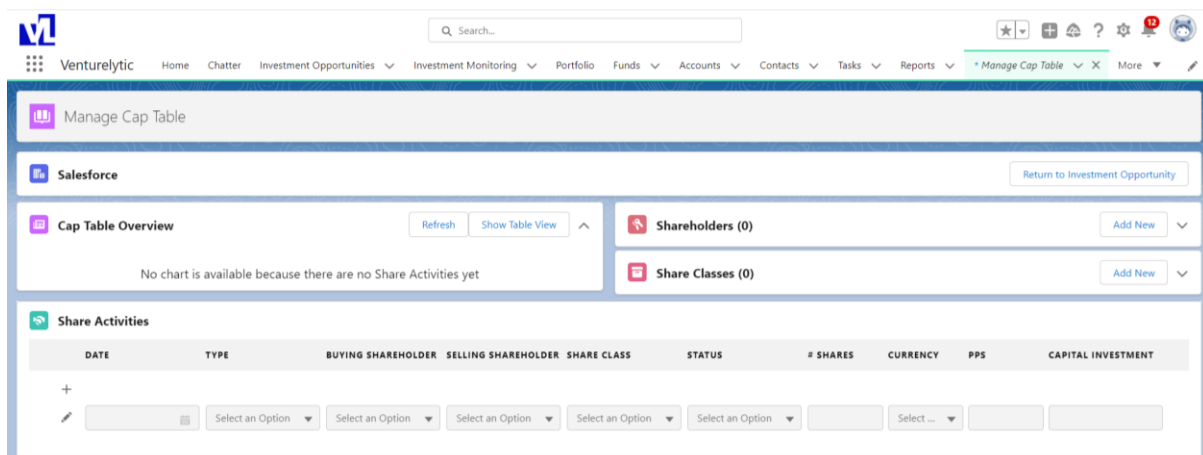
The cap table (also called capitalisation table) lists all the company's securities such as common shares and preferred shares, who owns them, and the prices paid by the investors for these securities. It indicates each investor's percentage of ownership in the company, the value of their securities, and dilution over time.

Users can create a cap table by taking the following steps:

1. First, go to the desired Investment Opportunity or Investment Monitoring record. Then, go to Funding and press Manage Cap Table.



There you will get an overview of everything you can fill in.



2. You start by adding new shareholders, on the top right hand side of your screen. Go to the "Shareholders" section and press Add New.

You will get this menu:

### Add Shareholders

Search Shareholder

Search Shareholder

Cancel

Add Shareholder(s)



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3. Here you can search for shareholders that are already in the system or create new shareholders. You can search and select:
  - a. One of own funds
  - b. Investors
  - c. Individual contacts (natural persons holding shares in the company)
  - d. Other accounts
  - e. Shareholders that do not have an underlying record in the database yet

Click on Add Shareholders and repeat this for every shareholder you want to add.

- Next you must add the share class. Go to the Share Classes section and click on Add New. You will see this menu.

Create Share Class

\* Share Class Name

Share Class Creation Date

Participating ⓘ

☒

Voting ⓘ

☒

Type

--None--

Total Shares In Class

Currency

EUR - Euro

Nominal Value

Cancel

Create Share Class

Give the share class a name. Set a date of creation and tick the boxes that define whether or not the share class has participating and/or voting rights. Next, select the type of shares. This can be either common or preferred. Then fill in how many shares are in this class. Select the currency, and if you want, fill in the nominal value of the share class (note, this is not necessary).

5. Now, you can fill in the share activities section.

+  
  Select an Option ▼ Select an Option ▼ Select an Option ▼ Select an Option ▼ Select an Option ▼  Select an ... ▼

Select an Option ▼ Select an Option ▼ Select an Option ▼ Select an Option ▼ Select an Option ▼  Select an ... ▼

- First you can add new share activities through the plus button on the left.
- Then, you can pick a date for which the activity happened.
- Decide on the type of activity. This can be either an issue, transfer, or company repurchase. Be aware, you can only transfer shares if someone holds the shares already. In these cases, it's required that shares were issued to shareholders in the past.
- Subsequently, pick the buying and selling shareholder out of all the shareholders you added in the shareholders section.
- Pick a share class that you created in the share class section.

- f. Then, set the status of the transaction. You can choose draft, committed, closed, or canceled. The cap table overview will only change if the transaction status is "closed".
  - g. Next on, fill in the number of shares that were either issued, transferred, or repurchased and in which currency. It's optional to fill in price per share under PPS, however this is not necessary.
  - h. Lastly, fill in the amount of capital invested in the activity. This will be used later for things as calculating your return multiple.
6. Upon saving your Share Activities, your newly created cap table becomes available in the "Cap Table Overview" section on the top left hand side.



**Cap Table Overview**

[Refresh](#)

[Show Table View](#)



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