Instructions

Sheet description	
Instructions	Content and convention explanations
01 Overview	An overview of the top 10 sharholders and the funder/employee/investor ownership ratio.
02 Shareholder & optionholder register	A list of all the shareholders and optionholders. The list must contain detailed information about amount of shares and options for each party. **The list needs to be complete in order for the calculations to be correct.**
03 Share issue	A comprehensive list of *all* the share *issues* in the company. This is used to register every time the company issue new shares, ie run a funding round. You provide the number of new shares and price per share.
04 Share transations	A comprehensive list of all the share *transactions* in the company. When shares are sold between parties, you typically add two lines, one positive and one negative.
05 Option issues & grants	A comprehensive list of all the option issues *and* all the option grants in the company. Register granted options in this sheet, and provide grant date and strike price. **Note that the option holder must be added to the Shareholder & Optionholder register first.** The number of vested options is calculated based on the vesting schedule. The vesting schedules can be configured in the config sheet.
config	The configuration sheet.

Colour convention	
Input field	White cell. Input field for either direct input or from drop-down list
Result field	Light blue. Result field not to be edited.

Setting up the spreadsheet	
1) Configure the spreadsheet	- Start by inputing *company information* in the "**config**" sheet. - If you have several classes of stock, these can be specified in the *"Instrument"* column. - If you have or are planning to issue options, you also need to specify your vesting schedules in this sheet.
2) List the shareholders and option holders	Enter information about all the shareholders and option holders in sheet "**02 Shareholder & optionholder register".**
3) Historic share issue and transactions	Input all historical share issues and transactions in sheets **"03 Share issue"** and **"04 Share transactions"**.
4) Historic options issues and grants	*If your company has not issued options, this sheet is not relevant.* - Setup de different option vesting schedules in **"config"**. - Input all historical option issues and grants in sheet **"05 Options issues and grants"**.

Using the spreadsheet	
1) New share issues	All issuing of shares should be registered in **"03 Share issue"**. Whether it is a capital raise (subscription), option executions (when lack of treasury stock), loan conversions or share splits, they all result in issuing new shares.
2) Individual share transaction	Next, all individual share transaction should be regisered in **"04 Share transactions"**. Remember to make sure that the total amount of subscribed shares correspond with "Subscribed" (Column L) in "03 Share issue". The number will turn GREEN when all shares are accounted for. PS! - The "date" column will show the dates of all the changes in equity defined at step 1). It is OK to enter a custom date if you cannot find the correct date in this list. - The share price also needs to be specified if the transaction is a secondary subscription (direct buy/sell between two parties). If the company has not issues any options, you will at this point have **full overview** of the **ownership structure and valuation** of your company.
3) Options issues & grants	If your company has not issued options, this sheet is not relevant. - Option pool table is used to track the number of options allocated by the general assembly. You should add a new line for each resolution. - Register granted options in this sheet, and provide grant date and strike price. Note that the option holder must be added to "02 Shareholder & Optionholder Register first". The number of vested options is calculated based on the vesting schedule. The vesting schedules can be configured in the config sheet.
4) Overview	When all three steps above have been entered into the spreadsheet, **"01 Overview"** shows the top 10 owners, and the ownership distributions between Founders, Employees and Investors.

Link to an example with fictious data: *https://www.entrepedia.com/no/dokumenter/cap-table-example/*

company name

Shareholder Overview

Top 10 shareholders		
Name	Total # Shares	Ownership
	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!
Other	-	#DIV/0!

Top 10 Shareholders

Employee ownership	Total # Shares	Ownership
Founder	-	#DIV/0!
Employee	-	#DIV/0!
Investor	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!
	-	#DIV/0!

Employee ownership

company name shareholder register

The company share capital is NOK 0 divided into 0 shares, each with a value of NOK 1.

Org / Pers ID	Organisation/Name	Principal [1]	Address	E-mail address	Category	Total # shares	Ownership	Ownership fully diluted	Cost price	Market price	Granted options	Vested options	Investor since
						-			-	#N/A	-	-	#N/A
						-			-	#N/A	-	-	#N/A
						-			-	#N/A	-	-	#N/A
						-			-	#N/A	-	-	#N/A
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						-			-	#N/A	-	-	#N/A
						-			-	#N/A	-	-	#N/A
						-			-	#N/A	-	-	#N/A
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						-			-	#N/A	-	-	#N/A
Total						**0**	**0.00%**	**0.00%**	**0**	**#N/A**	**0**	**0**	

Date	Description	Instrument	# Shares Issued	Share Price	# Post Shares	Pre Money Valuation	Capital Raised	Post Money Valuation	Dilution	Valuation change	Subscribed
					-	-	-	-	0.00%	0%	-
					-	-	-	-	0.00%	0%	-
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					-	-	-	-	0.00%	0%	-
					-	-	-	-	0.00%	0%	-

Transaction type	Share holder	Subscribed shares	Date	Instrument	Share Price	Subscription Price	Comment
						0.00	
						0.00	
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Option Pool

Description	# Options	Date
General Assembly		
Options	-	
Granted options	-	
Available options	-	

Option holder	Vesting schedule	# Options granted	Strike Price	Grant date	Months vested	# Months to fully vested	# Options Vested	Strike value	Exercised options	Comment
					-		0	-	-	
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Template configuration

Company information	
Company name	*company name*
Org number	
Share par value	1

Instrument
Common stock
Preferred stock

Shareholder categories
Founder
Employee
Investor

Transaction type
- Subscription
- Secondary subscription
- Option exercise

Option Vesting Schedules	Vesting period (MONTHS)	Vesting frequency (MONTHS)	Vesting cliff (MONTHS)	Vesting frequency

Shareholder	Date		Share issue combined with transaction types		Unsorted		Sorted		
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			- Subscription			-		-	
			- Secondary subscription			-		-	
			- Option exercise			-		-	
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[1] Owner / contact person of Investment Company