

# Create an Award Plan

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QapMap mainly helps you manage equity award plans (including common stock, restricted stock units, bonus awards, stock appreciation rights and performance-based stock awards) and how they are disbursed in a single module.

To add an award plan in QapMap:

Click Equity Awards in the left menu, select **Plans**.

Click **Create Award Plan**

Create Award Plan

## Basic Plan Details

In the displayed Create Award Plan dialog box, start by entering the Basic Details.

← Create Award Plan

Basic Plan Details

Plan Details & Approvals

Vesting Details

SPV Details

Separation Details

Documents

Review Plan Details

\* Name of Award Plan

June2022

\* Type of Award

Option Awards

\* Share Class

Test Seed

Next

Type the **Name of Award Plan**.

Select the **Type of Award**. Awards may be Option awards, Share awards, or SARs.

Select the **Share Class** in the plan.

## Plan Details & Approvals

Next, enter the plan details & approvals.

[← Create Award Plan](#)

Basic Plan Details

**Plan Details & Approvals**

Vesting Details

SPV Details

Separation Details

Documents

Review Plan Details

\* Plan Size

10,000

\* Board Approval Date

2022-06-01

Shareholder Approval Date

2022-06-10

Term in years

4

Previous

Next

Type the **Plan Size** in units.

Select the **Board Approval Date**.

Select the **Stakeholder Approval Date**.

Enter the **Term in years**.

## Vesting Details

Next, enter the vesting details like vesting schedule, percentage vested, cliff details, and exercise dates.

**Note:** Vesting means to give or earn a right to a present or future payment, asset, or benefit. This is typically used to give employees an incentive to perform well and remain with a company. In the context of retirement plan benefits, vesting gives employees the rights to employer-provided assets over time.

You can select the **Vesting Templates**. To create a new template, click **Create New Vesting Template**. To learn more on creating this template, click [here](#).

You can select the **Exercise Period Templates**. To create a new exercise period template, click **Create New Exercise Period Templates**. To learn more on creating this template, click [here](#).

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Vesting Templates

Select Vesting Templates

Exercise Period Templates

Select Exercise Period Templates

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SPV Details

If the round includes a Special Purpose Vehicle or SPV, click **Yes**.

You can either **Select SPV** from the existing list or create a **new SPV**.

## ← Create Award Plan

Basic Plan Details	<b>SPV</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <b>Select SPV</b> Add new <span>▼</span>
Plan Details & Approvals	<b>* Legal Name of the SPV</b> <input type="text" value="EmpTrust"/>
Vesting Details	<b>* Type of SPV</b> Employee Trust <span>▼</span>
<b>SPV Details</b>	<b>Beneficiary Instrument</b> Depository Receipt <span>▼</span>
Separation Details	<b>Trust Manager</b> <input type="text" value="Aida Burton"/>
Documents	<b>* Contact Person</b> <input type="text" value="Aida Burton"/>
Review Plan Details	<b>* Contact Email ID</b> <input type="text" value="aida@qapitacorp.com"/>
	<b>Contact Number</b> <input type="text" value="787877877878"/>

### 3. If you choose to create a new SPV:

Type the **Legal Name of the SPV**.

Select the **Type of SPV** it will be. An SPV may be an Employee Trust or a Special Purpose Vehicle.

Next, select the **Beneficiary Instrument**. A If the round includes a Special Purpose Vehicle or SPV may be a depository receipt, one to one shares or any other type of instrument you decide.

Type the name of the **Trust Manager**, **Contact Person**, their **Contact Email ID**, and **Contact Number**.

### Separation Details

Use this section to specify how award plans awards should be handled when an employee leaves the company.

For each of the above separation, you can select the following:

**Resignation:** Use this section to specify how award plans awards should be handled when an employee voluntarily leaves the job.

You can **Enable separation rule linked to tenure of employee with the company**.

Selecting the above option enables **Tenure with the company is less than or same as**. You can enter the number of days, month, or years in **Value** and **Unit**.

Select the appropriate option for **Unvested Awards**.

d. Select the appropriate option for **Vested Awards**.

**Involuntary Termination:** Use this section to specify how award plans awards should be handled when an employee is terminated from their job.

Select the appropriate option for **Unvested Awards**.

Select the appropriate option for **Vested Awards**.

**Termination With Cause:** Use this section to specify how award plans awards should be handled when an employee is terminated due to misconduct.

Select the appropriate option for **Unvested Awards**.

Select the appropriate option for **Vested Awards**.

**Retirement:** Use this section to specify how award plans awards should be handled when an employee retires.

Select the appropriate option for **Unvested Awards**.

Select the appropriate option for **Vested Awards**.

**Death:** Use this section to specify how award plans awards should be handled when an employee passes away while in service.

Select the appropriate option for **Unvested Awards**.

Select the appropriate option for **Vested Awards**.

**Disability:** Use the to specify how award plans awards should be handled for a disabled employee or one who is disabled due to an injury.

Select the appropriate option for **Unvested Awards**.

Select the appropriate option for **Vested Awards**.

## Documents

You can upload supporting documents for the round by dragging and dropping the files.

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Plan Details & Approvals

Vesting Details

SPV Details

Separation Details

Documents

Review Plan Details

Supporting Documents

Drag and drop files here

Supported files: Word, PDF, Excel, Images, PPT are only allowed.  
File size should be Maximum 100MB

Choose files

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Review Plan Details

Finally, you can review all the details entered and click **Create Plan**.

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Plan Details & Approvals

Vesting Details

SPV Details

Separation Details

Documents

Review Plan Details

Basic Plan Details

Option

Option Award

Series A

Plan Details & Approvals

1,000

Jan 18, 2023

-

SPV Details

No

Separation Details

Resignation

Active TIR Expiry Period

Redundant Termination

Active TIR Expiry Period

Termination With Cause

Active TIR Expiry Period

Retirement

Active TIR Expiry Period

Death

Active TIR Expiry Period

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