

Prepare for Working with QapMap

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Before you get started on using QapMap, please ensure you have the following details in place:

- Certificates of Incorporation (original plus all amended filings, if relevant)
- Board-approved stock option plan document
- Shareholder's Agreements
- Details of your Employees/Stakeholders
- Complete details of investment transactions in chronological order (e.g. share issuances), including relevant parameters:
 - Equity – Ordinary and Preferred Shares
 - Convertible Notes
 - Simple Agreement for Future Equity (SAFE)
 - Warrants
 - Employee Equity and Cash Instruments, including Options, Share Awards and SARs