



Total duration (ex notary):  
+- 4 hours

# Onboarding Timeline

**Step 1. Introduction**

*Optional: Step 2.  
Instrument Picking*

**Step 3. Register  
entities**

**Step 4a. Setting up  
Legal Document(s)**

*Optional: Step 4b.  
Incorporation  
Foundation @Notary*

**Step 5. Inviting &  
Send Transactions**

**Step 6. Launch**

**Step 7. Live**



Duration: +- 10 min

## Step 1. Introduction

### What do you need to do in this step?

- There is an invitation from the platform waiting in your email: please **accept** the invite
- Please **complete** your registration
- We invite you to become co-owner of Share Council! We transferred €100 of Share Council Shares to you: **accept** or **donate** the shares 🎁

### More information about instruments & the platform?

- [Presentation about Share Council](#)
- [Knowledge Base](#)

Share Council App: [app.sharecouncil.co](https://app.sharecouncil.co)



Duration: +- 30 min

## Optional: Phase 2. Instrument Picker

### What do you need to do in this step?

- Please use the Instrument Picker you find [HERE](#) to find out which instrument(s) suits the best.

### More information about the instruments?

- Potential instruments to choose are: [Depository Receipts](#) (STAK), [Economic Ownership Rights](#), [Options](#), [Stock Appreciation Rights](#) & Bonds



Duration: +- 20 minutes

## Step 3. Register

### What do you need to do in this step?

- **Register** underlying Company on the platform
- **Register** Director(s) of underlying Company
- **Register** Cap Table of underlying Company

### More information about these actions ?

- [Knowledge Base](#)



## Step 4a. Setting up Legal Document(s)

### What do you need to do in this step?

- Can you fill in the following questionnaire(s):
  1. Setting up Participation Rules [Questionnaire](#)

### More information about the legal documents ?

- Where are 'Trust Conditions' used for? These are the rules for EOR,
- Where are 'Statutory Articles' used for?

**Optional: Step 4b.  
Incorporation  
Foundation @Notary**

## What do you need to do in this step?

- Upload required documents for notary
- Answer required questions for notary

## More information about setting up a Foundation ?

- How can I decide the ratio between Shares and Depositary Receipts
- How do I know if the nominal value should be reduced?
- How do I know whether there will be an issue of new shares or a delivery of existing shares?
- How do I know how many shares will be delivered or issued?



## Step 5. Inviting & Send Transactions

### What do you need to do in this step?

- Please check the Portfolio Settings
- Select who from the Company will Sign the transactions
- Invite Participants and create a Transaction

### More information about Inviting and sending transactions?

- How do [Invite](#) someone on the platform?
- How do make someone [Participant](#) of a Portfolio?
- How do I [create](#) a Transaction?



## Step 6. Launching

### What do you need to do in this step?

- We advise to [create](#) a transaction to employees before the launch
- Last but not least: review the platform

### More information about Launching Employee Ownership?

- In this [deck](#) you can find inspiration for launching Employee Ownership



## Step 7. Maintaining

### What do you need to do in this step?

- Happy Sharing 🎉

### More information?

- [Knowledge Base](#)
- Questions? We are happy to help! Please reach out to: [support@sharecouncil.co](mailto:support@sharecouncil.co)

## Step 8. Valuation

### What do you need to do in this step?

- For some of the instruments you need a valuation. We can connect you to one of our partners to guide you in this step.
- [Link](#) to Equidam
- [Link](#) to Archipel Tax Advices

### More information about Company Valuation ?

- [Explanation](#) of Company Valuation
- How can I [change](#) the valuation on the platform