

Use this workbook to quickly generate BODS v0.3. (Add info, then use the link in B40 to retrieve JSON version of data.) Data should NOT be stored here. And data stored here may be deleted/rewritten by someone else.

## Beneficial ownership data template

This template allows beneficial ownership information to be represented as Beneficial Ownership Data Standard (BODS) 0.3 data. Once completed, the spreadsheet can be submitted to [Open Ownership's Data Review Tool](#) for validation and conversion to BODS JSON.

### Navigating and understanding the spreadsheet template

There are three main tabs, representing the three different types of BODS statement:

- 1\_person\_main - Person statement
- 2\_entity\_main - Entity statement
- 3\_ownership\_control\_main - Ownership-or-control statement

Each of these is followed by a number of supplementary tabs. The groups of tabs related to each type of statement are named and colour-coded to aid navigation.

Not all of a statement's fields are on the main tab; the statementID is used to link data in supplementary sheets to the main statement data.

In each tab we have colour coded the columns.

Columns with a grey background do not need to be edited. In the case of the three main tabs the statementID is automatically created once key cells on that row have been completed. Other grey cells are automatically populated from the "Publication information sheet" (see below) or are completed based on the editing of the dropdown field to its left.

Columns with a background similar to the tab can be completed. Note that very few fields in BODS are mandatory. Those that are have been labelled 'required' towards the top of the tab.

To understand more about how the 'flat' spreadsheet format is converted to structured JSON [read more about Flatten Tool](#)

### Representing beneficial ownership information as linked statements

One workbook should be used to represent a single beneficial ownership declaration.

#### 1. Consider how the beneficial ownership information will be represented as statements

You may be working from a paper declaration form or some other source of beneficial ownership information. Ensure in any case that you have clarity about the ownership-or-control structure revealed by the information. For example, if you have collected information on intermediate companies, via which beneficial owners exert control or extract economic benefit, then each of these companies will have an entity statement (entered as a row on the '2\_entity\_main sheet'). Also, you may need to use the componentStatementIDs property to link the ultimate indirect interests of beneficial owners to their component interests and intermediaries – see Figure 1. For further information on the Beneficial Ownership Data Standard and how information is modelled, see <http://standard.openownership.org/en/0.2.0/schema/concepts.html>.

#### 2. Complete the 'Publication information' sheet

Some data is usually the same across the whole of a declaration. You can complete the details on this sheet to automatically populate multiple per-statement publication fields, saving time and reducing the chance of errors being introduced when copying data. These can be overwritten for a given statement where necessary.

#### 3. Provide a statement for each entity, each person and each linking ownership-or-control relationship.

On the main statement sheets, one person, one entity or one ownership-or-control relationship should be entered per row. Column headings in bold at the top of each sheet are plain English versions of data standard property fields (and their place within the data structure). For example, on the '1\_person\_main' sheet, the column heading "statement date" indicates that the column will contain the date on which the statement is made; information about that field can be found on the data standard pages. In many cases, the BODS 0.3 codelists have been made available in cells' drop-down menus. See the personType field on the '1\_person\_main' sheet as an example.

The statementID for each statement is critical (since it is used to link statements). The statementID (column A) will be created once some core properties of the statement have been entered. For example, in the case of person statements, once the 'Publication Information' sheet is completed and the person's name and statement date are supplied in a row, the statementID will be generated. This is provided for convenience. If you wish to create statementIDs by another method then you can overwrite the formulae in these columns. Be sure to check that any statementIDs you create are valid. (Criteria for validity are explained on the data standard website.)

Ensure that all required properties are completed per statement. Values should be in valid formats. Refer to the data standard's schema reference for full information about statement properties: <http://standard.openownership.org/en/0.2.0/schema/reference.html>.

Where a statement property contains an array of objects (for example, alternative names for a person), there will be a supplementary sheet (e.g. 1\_person\_names). On these supplementary sheets, the details of extra objects can be supplied; each can be linked back to a single main statement, using the statementID.

Care should be taken when editing fields on a main tab after entering data on supplementary sheets as such changes can break links and invalidate the data produced by the spreadsheet. In particular, changing person or entity names may cause errors in supplementary sheets. If you need to edit a main sheet then we advise reviewing the supplementary sheet for broken links. In the example on the right the name "Dave Jones" has been edited in the main sheet and so the statementID has disappeared. There is a red triangle in the name field to indicate that a match cannot be made. All that is required to fix this is to reselect the edited name from the dropdown.

### Testing that the information is BODS v0.3-compliant

Once you are satisfied that the beneficial ownership information has been entered correctly and is complete, you can check it for validation errors using the [Data Review Tool](#) website.

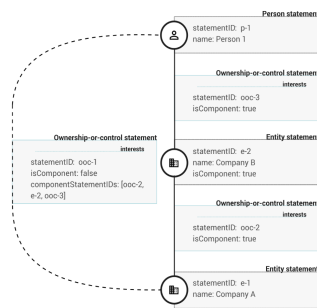
Paste URL here: [https://docs.google.com/spreadsheets/d/1uoT-aWR7Y6UjvQYjCE-Mi7Tx3Uem0GZSx\\_5j90VU0YQ/edit#gid=353511506](https://docs.google.com/spreadsheets/d/1uoT-aWR7Y6UjvQYjCE-Mi7Tx3Uem0GZSx_5j90VU0YQ/edit#gid=353511506)  
 Workbook URL for Excel format: [https://docs.google.com/spreadsheets/d/1uoT-aWR7Y6UjvQYjCE-Mi7Tx3Uem0GZSx\\_5j90VU0YQ/export?format=xlsx](https://docs.google.com/spreadsheets/d/1uoT-aWR7Y6UjvQYjCE-Mi7Tx3Uem0GZSx_5j90VU0YQ/export?format=xlsx)  
 Direct URL for the Data Review Tool: [https://datareview.openownership.org/?source\\_url=https://docs.google.com/spreadsheets/d/1uoT-aWR7Y6UjvQYjCE-Mi7Tx3Uem0GZSx\\_5j90VU0YQ/export?format=xlsx](https://datareview.openownership.org/?source_url=https://docs.google.com/spreadsheets/d/1uoT-aWR7Y6UjvQYjCE-Mi7Tx3Uem0GZSx_5j90VU0YQ/export?format=xlsx)

You can either visit <https://datareview.openownership.org> and submit the "Workbook URL for Excel format" link in B39, or you can follow the "Direct URL..." link in B40 to submit the information in this workbook directly to the tool.

You should make sure that the sharing settings for this spreadsheet are set to "Anyone on the Internet with this link can view" otherwise the Data Review Tool will not be able to access it.

If there are any validation errors, these will be reported by the tool and you can correct them. You can also view and save the data in JSON format.

Figure 1. One type of ownership and control structure



Name	statement ID
# Name	statementID
Thomas Peter Hall	xreji-ps-00003267283288880044165
Dave Jones	

<i>Publication details</i>					
<b>Publisher Name</b>	①	A researcher			
<b>Publisher URL</b>	①				
<b>Publication Date</b>	①	2021-03-30			
<b>BODS Version</b>	①	0.3			
<b>License</b>	①	<a href="https://creativecommons.org/licenses/by/2.0/legalcode">https://creativecommons.org/licenses/by/2.0/legalcode</a>			
<i>Default source information</i>					
<b>Source type(s)</b>	①	primaryResearch			primaryResearch
<b>Source description</b>	①	This information has been researched and summarised for publication.			
<b>Source URL</b>	①				
<b>Retrieved at</b>	①				
<i>Default declaring agent</i>					
<b>Name</b>	①				
<b>URL</b>	①				
<i>Declaration details</i>					
<b>Declaration ID</b>	①				
<b>Joint venture ID</b>	①				
<b>Default statement date</b>	①				



























































