| SEC | Form 4 |  |
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## FORM 4

Check this box if no longer subject

UNITED STATES SECURITIES AND EXCHANGE COMMISSION

Washington, D.C. 20549 STATEMENT OF CHANGES IN BENEFICIAL OWNERSHIP

OMB APPROVAL

| OMB Number:              | 3235-0287 |  |  |  |  |  |  |
|--------------------------|-----------|--|--|--|--|--|--|
| Estimated average burden |           |  |  |  |  |  |  |
| hours per response:      | 0.5       |  |  |  |  |  |  |

| to Section 16. Form 4 or Form 5<br>obligations may continue. See<br>Instruction 1(b). | Filed pursuant to Section 16(a) of the Securities Exchange Act of 193<br>or Section 30(h) of the Investment Company Act of 1940 | 4                                                                                  | Estimated average burden hours per response:                                            | 0.5 |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----|
| 1. Name and Address of Reporting Person*<br><u>Wan Tim M</u>                          | 2. Issuer Name <b>and</b> Ticker or Trading Symbol <u>Asana, Inc.</u> [ ASAN ]                                                  | 5. Relationship of F<br>(Check all applicab<br>Director<br>X Officer (gi<br>below) | 10% Owne                                                                                | er  |
| (Last)(First)(Middle)C/O ASANA, INC.633 FOLSOM STREET, SUITE 100                      | 3. Date of Earliest Transaction (Month/Day/Year)<br>12/21/2022                                                                  | í í                                                                                | f Financial Officer                                                                     |     |
| (Street)<br>SAN CA 94107<br>FRANCISCO                                                 | 4. If Amendment, Date of Original Filed (Month/Day/Year)                                                                        | Line)<br>X Form filed                                                              | nt/Group Filing (Check Appl<br>I by One Reporting Person<br>I by More than One Reportin |     |
| (City) (State) (Zip)                                                                  |                                                                                                                                 |                                                                                    |                                                                                         |     |

## Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

| 1. Title of Security (Instr. 3) | 2. Transaction<br>Date<br>(Month/Day/Year) | 2A. Deemed<br>Execution Date,<br>if any<br>(Month/Day/Year) | 3.<br>Transa<br>Code (<br>8) | ction Disposed Of (D) (Instr. 3, 4 and |                      |               | 5. Amount of<br>Securities<br>Beneficially<br>Owned Following<br>Reported | 6. Ownership<br>Form: Direct<br>(D) or Indirect<br>(I) (Instr. 4) | 7. Nature of<br>Indirect<br>Beneficial<br>Ownership<br>(Instr. 4) |                                |
|---------------------------------|--------------------------------------------|-------------------------------------------------------------|------------------------------|----------------------------------------|----------------------|---------------|---------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------|
|                                 |                                            |                                                             | Code                         | v                                      | Amount               | (A) or<br>(D) | Price                                                                     | Transaction(s)<br>(Instr. 3 and 4)                                |                                                                   | (1150.4)                       |
| Class A Common Stock            | 12/21/2022                                 |                                                             | S                            |                                        | 5,055 <sup>(1)</sup> | D             | \$13.65                                                                   | 607,051                                                           | D                                                                 |                                |
| Class A Common Stock            |                                            |                                                             |                              |                                        |                      |               |                                                                           | 145,771                                                           | Ι                                                                 | See<br>footnote <sup>(2)</sup> |
| Class A Common Stock            |                                            |                                                             |                              |                                        |                      |               |                                                                           | 50,000                                                            | Ι                                                                 | See<br>footnote <sup>(3)</sup> |

## Table II - Derivative Securities Acquired, Disposed of, or Beneficially Owned (e.g., puts, calls, warrants, options, convertible securities)

|                                                     | (                                                                     |                                            |                                                             |                              |   |                                                                |                                                                                                                |                     |                    |           |                                        |  |                                                                                                                            |                                  |                                                                    |
|-----------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------|------------------------------|---|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------|--------------------|-----------|----------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------|
| 1. Title of<br>Derivative<br>Security<br>(Instr. 3) | 2.<br>Conversion<br>or Exercise<br>Price of<br>Derivative<br>Security | 3. Transaction<br>Date<br>(Month/Day/Year) | 3A. Deemed<br>Execution Date,<br>if any<br>(Month/Day/Year) | 4.<br>Transa<br>Code (<br>8) |   | of<br>Deriv<br>Secu<br>Acqu<br>(A) o<br>Disp<br>of (D<br>(Inst | 5. Number<br>of Derivative<br>Securities<br>Acquired<br>(A) or<br>Disposed<br>of (D)<br>(Instr. 3, 4<br>and 5) |                     | ate                | Amount of |                                        |  | 9. Number of<br>derivative<br>Securities<br>Beneficially<br>Owned<br>Following<br>Reported<br>Transaction(s)<br>(Instr. 4) | Ownership<br>Form:<br>Direct (D) | 11. Nature<br>of Indirect<br>Beneficial<br>Ownership<br>(Instr. 4) |
|                                                     |                                                                       |                                            |                                                             | Code                         | v | (A)                                                            | (D)                                                                                                            | Date<br>Exercisable | Expiration<br>Date | Title     | Amount<br>or<br>Number<br>of<br>Shares |  |                                                                                                                            |                                  |                                                                    |

Explanation of Responses:

1. Shares sold pursuant to an election made in conformity with the requirements of Rule 10b5-1 for the purpose of covering tax obligations upon settlement of restricted stock units.

2. The shares are held of record by The 2019 Tim Ming Wan Grantor Retained Annuity Trust Dated July 22, 2019.

3. The shares are held of record by the Reporting Person's spouse.

**Remarks:** 

## /s/ Katie Colendich, Attorney-

12/23/2022

\*\* Signature of Reporting Person Date

in-Fact

Reminder: Report on a separate line for each class of securities beneficially owned directly or indirectly.

\* If the form is filed by more than one reporting person, see Instruction 4 (b)(v).

\*\* Intentional misstatements or omissions of facts constitute Federal Criminal Violations See 18 U.S.C. 1001 and 15 U.S.C. 78ff(a).

Note: File three copies of this Form, one of which must be manually signed. If space is insufficient, see Instruction 6 for procedure.

Persons who respond to the collection of information contained in this form are not required to respond unless the form displays a currently valid OMB Number.