| SEC Form 4 |
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FORM 4

Check this box if no longer subject to Section 16. Form 4 or Form 5

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 | | | | | | | | | |

| Instruction 1(b). | | | Filed pursuant to Section 16(a) of the Securities Exchange Act of 1 | hours per response: | | |
|---------------------------------|-------------------------------------|-----------------------|---|--|--|------------------------|
| | | | or Section 30(h) of the Investment Company Act of 1940 | | | |
| 1. Name and A Wan Tim | Address of Reporting | g Person [*] | 2. Issuer Name and Ticker or Trading Symbol <u>Asana, Inc.</u> [ASAN] | (Check all applic Director X Officer (| give title Oth | % Owner er (specify |
| (Last) C/O ASAN 633 FOLSC | (First) A, INC. OM STREET, SU | (Middle) ITE 100 | 3. Date of Earliest Transaction (Month/Day/Year) 03/10/2022 | A below) Ch | ief Financial Office | ow) |
| (Street) SAN FRANCISC | CO CA | 94107 | 4. If Amendment, Date of Original Filed (Month/Day/Year) | Line) X Form fil | oint/Group Filing (Che ed by One Reporting F ed by More than One I | Person |
| (Citv) | (State) | (Zip) | | | | |

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

| 1. Title of Security (Instr. 3) | 2. Transaction Date (Month/Day/Year) | 2A. Deemed Execution Date, if any (Month/Day/Year) | Transaction Code (Instr. | | 4. Securities Disposed Of (5) | | | 5. Amount of Securities Beneficially Owned Following Reported | 6. Ownership Form: Direct (D) or Indirect (I) (Instr. 4) | 7. Nature of Indirect Beneficial Ownership |
|---------------------------------|--|---|-----------------------------|---|--------------------------------------|---------------|--------|---|---|---|
| | | | Code | v | Amount | (A) or (D) | Price | Transaction(s) (Instr. 3 and 4) | | (Instr. 4) |
| Class A Common Stock | 03/10/2022 | | Α | | 90,366 ⁽¹⁾ | A | \$0.00 | 595,496 | D | |
| Class A Common Stock | | | | | | | | 153,428 | Ι | See footnote ⁽²⁾ |
| Class A Common Stock | | | | | | | | 50,000 | Ι | See footnote ⁽³⁾ |

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

| | (cigi, puis, variants, options, convertible securities) | | | | | | | | | | | | | | |
|---|---|--|---|------------------------------|---|-----|-----|--|---|-------|---|--|----------------------------------|--|--|
| 1. Title of Derivative Security (Instr. 3) | 2. Conversion or Exercise Price of Derivative Security | 3. Transaction Date (Month/Day/Year) | 3A. Deemed Execution Date, if any (Month/Day/Year) | 4. Transa Code (8) | | of | | 6. Date Exerc Expiration Da (Month/Day/Y | 7. Title and Amount of Securities Underlying Derivative Security (Instr. 3 and 4) | | 8. Price of Derivative Security (Instr. 5) | 9. Number of derivative Securities Beneficially Owned Following Reported Transaction(s) (Instr. 4) | Ownership Form: Direct (D) | 11. Nature of Indirect Beneficial Ownership (Instr. 4) | |
| | | | | Code | v | (A) | (D) | Date Exercisable | Expiration Date | Title | Amount or Number of Shares | | | | |

Explanation of Responses:

1. Represents the grant of Restricted Stock Units (RSUs). Each RSU represents a contingent right to receive one share of the Issuer's Class A Common Stock upon settlement. 1/16 of the RSUs vest on June 20, 2022, and 1/16 of the RSUs vest quarterly thereafter. Vested RSUs will settle into shares of Class A Common Stock on the earlier to occur of (i) the second anniversary of the vesting date of such vested RSUs and (ii) a change in control.

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:

<u>/s/ Katie Colendich, Attorney-</u> <u>03/14/2022</u> <u>in-Fact</u>

** Signature of Reporting Person Date

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.