

PRELIMINARY INFORMATION UPLOAD

Requests

1 Company Background	
1	Tax ID numbers for all subsidiaries
2	Organizational chart at the entity level including tax designation
3	List of all D/B/A's
4	Chart of Stockholders (names, percentages)
5	Details of all issues and transfers of shares
6	Details of any capital reorganization
7	Details of any charges, pledges or other encumbrances on the shares
8	Copies of agreements between the Company and its investors, shareholders and/or members of the families of shareholders, trusts or other entities in which any of such persons have an interest, whether such agreements relate to shares, commercial matters, employment or any other matter or issue
9	All stock purchase agreements-debt / equity facility
10	Minutes for all board meetings for last five years
11	Current by-laws for each legal entity
12	Description of joint ventures
13	Biographies of leadership team
14	Any company presentations
15	List of Awards/Recognitions
16	Articles of Incorporation for all entities, name change documentation

2 Sales and Marketing	
1	Marketing dashboard
2	Marketing channel reports (by retailer/agent/distributor)
3	Marketing collateral
4	Product pricing grids
5	Training Materials for Sales Team

3	Financials
1	Monthly income statement, cash flow, and balance sheet for the last three years
2	Revenue by client or sales channel
3	Per product/service unit economics
4	Forecast / budget
5	Audits for the past three years
6	Actuarial reports for past three years, if applicable
7	General ledger for last three years
8	Description of related party transactions
9	Chart of accounts and mapping to financial statements
10	Table of intercompany eliminations for all reporting years
11	Monthly bank reconciliations for last twelve months
12	Monthly investment account statements for last twelve months
13	Loan agreements
14	Capital equipment leases
15	List of depreciable and fixed assets
16	Description of allowance for doubtful accounts
17	List of accounting procedures on month close
18	List of jurisdictions in which the Companies operates
19	Federal, state and local tax filings for the past three years
20	Tax Sharing Agreements, if any
21	Any nexus studies performed

4	Technology
1	List of all systems, software and pieces of equipment along with description of use
2	All contracts with suppliers
3	Patents / licensing used on platform
4	List of domain names
5	IT Network Diagram
6	Description of cyber security
7	Disaster recovery plans
8	All license agreements

5	Insurance
1	Copies of all insurance policies (P&C, management liability, E&O, automobile, cyber security, general, fidelity, crime) (the detailed documents) along with certificates of coverage
2	Last insurance policy application

6	Legal, Regulatory, Compliance
1	List of trademarks and proof
2	Copies of all licenses
3	List and description of any lawsuits or threatened lawsuits
4	List and description of any regulatory actions
5	List of plant qualification/certifications, quality reporting, ISO certifications
6	Copies of all confidentiality agreements
7	List and description of any regulatory actions

7	Contracts
1	Material contracts (all contracts greater than \$10,000)
2	Details of any material agreement or arrangement with counterparties which have expired or terminated but which have surviving provisions

8	Employees/HR
1	Employee organizational chart with employee count, including number of employees by department
2	Redacted employment agreements
3	Employee handbook, new hire forms
4	Training Manual
5	Copy of leases
6	Redacted employee option agreements / profit sharing agreements, if any
7	HR Metrics
8	Benefits Packet given to employees
9	Employee roster with start date, full/part time, insurance coverage, hourly wage or salary
10	Number of employees, by position, by month for last three years
11	Compliance manual, if available