

SWO ANGELS –SHORT-FORM PRELIMINARY DUE DILIGENCE CHECKLIST
PLEASE HAVE ALL DOCUMENTS AND MATERIALS PREPARED BEFORE ATTENDING YOUR SWO ANGELS
PRESENTATION.

No.	Item Description
1.	Corporate Records

- 1.1 Current corporate structure chart.
- 1.2 Articles of Incorporation (and all amendments).
- 1.3 By-Laws (and all amendments).
- 1.4 Records of Board and Shareholder meetings.
- 1.5 Other minute book and corporate records.

2.	Securities/Shareholder Information
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- 2.1 Capitalization table. (*fully-diluted capitalization*)
- 2.2 Description of each class of shares.
- 2.3 Options, grants, purchase agreements or other contracts relating to shares/securities.
- 2.4 Summary of financing history for equity, warrants and convertible debt.
- 2.5 Past & current Shareholders Agreements, and any other financing-related documentation.
- 2.6 List of any shareholders that are “friends or family”, and description of relationships.

3.	Finance
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- 3.1 Financial Statements.
- 3.2 Tax returns (and any taxes due).
- 3.3 Debt/borrowing (including guarantees, leases, etc.).
- 3.4 Encumbrances on assets (including IP).

4.	Intellectual Property
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- 4.1 Current and planned products/services.
- 4.2 Registered (completed or applied for) IP.
- 4.3 Unregistered inventions or IP.
- 4.4 Confidentiality, non-competition and IP assignment agreements (by or for the Company, employees, etc.).
- 4.5 Third Parties connected to Company IP (IP assigned from third parties, joint-ownership, etc.).
- 4.6 Technology development plan
- 4.7 IP protection policies and procedures.

No.	Item Description
5.	Others Assets/Material Contracts

- 5.1 List of non-IP assets.
- 5.2 Summary of material contracts, including with:
 - Suppliers/Consultants
 - Clients/Customers
 - Partners
 - Long-term capital arrangements
 - *any other material contracts*

6.	Employees / Directors
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- 6.1 Employee organizational chart, with list of all employees and breakdown by function.
- 6.2 List of directors and relationship to the Company (or its employees, shareholders, etc.).
- 6.3 Employment, consulting, contractor, co-op, volunteer and other service contracts, etc. (including oral).
- 6.4 Other agreements or arrangements with related parties (founders, employees, directors, etc.).

7.	Marketing & Sales
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- 7.1 Describe the market problem being solved, and the solution you are offering.
- 7.2 Go-to-Market Strategy & Sales Plan.
- 7.3 Pricing Strategy & Sales Forecasts.
- 7.4 Describe competitive landscape and defences to competition.

8.	Miscellaneous Matters
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- 8.1 As applicable, copies of all Terms of Service, End User Licence Agreements, Privacy Policies and any other documents used with clients/customers.
- 8.2 Current, threatened and potential litigation.
- 8.3 Licenses, permits, consents or regulatory approvals.
- 8.4 Summary of insurance coverage (and any claims).
- 8.5 List legal counsel and auditor/accountant.
- 8.6 ***Anything else you believe may be relevant (i.e., anything that may be helpful in helping make an***