

	Required Documents	GreenFields	Start-Ups	USE MLab Template	LOCATION
	Due Diligence Guideline: Download this quick guide to help you navigate through this Due Diligence Checklist: Click Here				
A	Company Structure and Governance Records				
1	Minutes and Consents: Please provide the minutes of all directors' and stockholders' meetings, and all written consents of directors and stockholders.	NO	YES	X	On-site
2	Legal Status: You should provide the Bylaws of the company and all legal registration documents.	Optional	YES	X	Upload
3	Subsidiaries: Provide 1# and #2 from above	NO	YES	X	On-site
4	Organisational Chart: Provide from your company and your subsidiaries	YES	YES	X	Upload
5	Legal Context: A discussion of any specific laws or regulations that have bearing on foreign ownership and the issuance & transfer of company securities (both domestically and to foreign ownership)	YES	YES	X	Upload
6	NDA: At MLab we do not require an Non-disclosure agreement.	NO	NO	X	X
7	Owernship List: Names, dates of issue, and issue price	Optional	YES	Yes	Upload
8	Options: List of holders of options, dates, prices with copies of the agreements.	Optional	YES	Yes	Upload
9	JVs and Partnerships: Any joint venture and partnership agreements.	YES	YES	X	Upload
10	Securities: Documents related to any securities including agreements between the owners and/or the company and its shareholders. This must also include agreements for the future purchase or transfer of securities or stock issuances.	Optional	YES	X	On-site
11	Vesting: A description of stock options and any agreements on vesting with the vesting schedule.	YES	YES	Yes	Upload

12	Restricted Voting Rights: Documentation of the how voting of securities is structured including restricted share transfers	NO	YES	X	Upload
B	Business Plan and Financials			X	On-site
				X	On-site
1	Business Plan, Financial Plan	NO	YES	X	On-site
2	Financial Statements (last quarter & audited of previous year)	YES	YES	X	Upload
C	Intellectual Property				
1	Intellectual Property: Registration List (trademarks, patents, copyrights and domain names) Template to be provided.	YES	YES	Yes	Upload
2	IP Licenses & Agreements: Any licenses or agreements of any kind with respect to the Company's or others' patent, copyright, trade secret or other proprietary rights, proprietary information or technology, including employee confidentiality and proprietary information agreements.	Optional	Optional	Yes	Upload
D	Material Agreements				
1	Large Material Agreement: Any agreements that obligate the company for an amount in excess of \$ 50,000	NO	YES	X	On-site
2	Purchase agreements, Leases and subleases : Documentation thereof.	YES	YES	X	On-site
3	Debt and Other Liabilities: Documentation of any and all debts, loans and other liabilities	YES	YES	X	On-site
4	Encumbrances: Any documents of mortgages, liens and loans on company property or assets	YES	YES	X	On-site
5	Company Lending: Has the company given loans or large advances? If yes, provide documentation. Any documents evidencing any loans or advances made by the Company.	YES	YES	X	On-site
6	Legal Cases: Provide documentation regarding court decisions, pending cases or court orders that involves the Company (primary or secondary)	YES	YES	X	On-site

7	Standard Agreements: Any standard forms of agreements used by the Company.	Optional	Optional	X	On-site
8	Any management, service and marketing agreements.	Optional	Optional	X	On-site
9	Confidentiality Agreements: Any confidentiality and nondisclosure agreements.	Optional	Optional	X	On-site
10	Financing Agreements: All agreements requiring consents or approvals in connection with financing from 3 rd parties	YES	YES	X	On-site
11	Officers & Directors: Provide a directory all officers and directors of the company and subsidiaries, including email and phone numbers.	YES	YES	Yes	Upload
E	Information Regarding Disputes and Potential Litigation				
1	IP & Technology Disputes: Document any and all pending or threatened legal action, suit or proceedings or investigation the use of technology (either your own or that of others)	YES	YES	X	On-site
2	Intellectual Property: Document any and all pending or threatened legal action, suit or proceedings or investigation related to the usage of intellectual property (either your own or that of others)	YES	YES	X	On-site
3	Labour: Document any and all pending or threatened legal action, suit or proceedings or investigation as regarding labour issues related to current or past employees of your company or its subsidiaries	YES	YES	X	On-site
F	Information Regarding Employees and Employee Benefits				
1	Directory of Employees and their Conditions of Employment: Provide a directory of employees and their conditions of employment. Include founders and any advisors and/or consultants on retainer agreement.	Optional	Optional	Yes	Upload
2	3. Any agreements, understandings or proposed transactions between the Company and any of its officers, directors, affiliates, or any affiliate thereof, including without limitation, employment agreements and offer letters with severance benefits or vesting acceleration provisions.	YES	YES	X	On-site

3	Provide documentation of any special salary deferrals, benefit plans, stock options, bonuses (for example linked to OKRs), severance, deferrals and insurance plans. Note: Verbal agreements should be included.	YES	YES	X	On-site
4	All documents or other information relating to any loans made by the Company to its employees, directors or consultants.	YES	YES	X	On-site
5	The Company's employee handbook.	Optional	Optional	X	On-site
6	If the Company has any foreign employees, separately list (by country) all benefits provided to foreign employees.	YES	YES	Yes	Upload