

Startups Checklist

Datasite for Startups

Whatever stage of your startup journey you're in, make sure you – and your data room – are prepared.

Whether you're just starting your journey and seeking seed capital, looking to grow through series funding, going public, exiting, divesting, restructuring, or starting another company, you need to ensure you have the right documents. In the right place. With the right stakeholders involved. At every step of the process.

Artifacts

- Company registration information (location, date, number)
- Directors information (name, address, date of appointment)
- Shareholder(s) information (name, address, class, number, denomination)
- VAT and tax numbers and references
- Value of current assets and liabilities
- Income statements and balance sheets for past 5 years (if available)



Secretarial Information

- Bank account details
- Real estate overview (ownership or leases)
- Guarantees, indemnities, contingent liabilities
- Minutes, actions, resolutions of board & shareholder meetings
- Overview of share options and grants
- Articles of Incorporation

Tax

- Tax advisor contact details
- Tax returns and computations for past 5 years (if available)
- Tax payments and expected payments
- Overseas tax payments

Finance

- Journal entries since last reporting period
- Details of subsidiary investments, JVs and minority interests
- Third party creditors (names, amounts, interest)
- Third party debtors (names, amounts, interest)
- Annual account reviews: pension, employee & contingent liabilities
- Overview of share options and grants

Treasury

- Bank account details and cash balances
- Cash pooling
- Letters of credit and loan facilities
- Guarantees of indemnities

Legal & Regulatory

- Overview of existing litigation, arbitration, claims and any outstanding
- Overview of key supplier and customer contracts
- Details of anti-trust, investigative rulings and current proceedings
- Details of current agreements including inter-company
- Overview of trademarks, patents, and other IP
- Reporting requirements overview

Insurance

- Current insurance overviews
- Overview of insurance claims

HR & Facilities

- Overview of key employee employment arrangements
- Overview of claims against the company by existing or past employees or contractors
- Overview of employment sponsorships and visas
- Overview of pension arrangements
- Overview of environmental licenses, consents and permits
- Overview of building, equipment certification and inspection dates
- Overview of real estate and facilities disputes



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Get in touch, visit www.datasite.com or contact: email info@datasite.com | AMERS phone +1 888 311 4100 | EMEA phone +44 20 3928 0300 | APAC +852 3905 4800

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