

Equity Investment Closing Document Checklist

Investor and Company Information

Item	Details / Status
Investor Name	
Company Name	
Date of Closing	

Key Closing Documents

Document	Required	Status
Subscription Agreement	Yes	
Shareholders’ Agreement	Yes	
Board Resolutions (Approving Issuance of Shares)	Yes	
Director/Shareholder Resolutions	Yes	
Updated Cap Table	Yes	
Evidence of Funds Transfer	Yes	
Amended & Restated Articles of Association (if needed)	Conditional	
Government or Regulatory Approvals (if applicable)	Conditional	
Legal Opinion (if required)	Conditional	
KYC Documents (Investors & Company)	Yes	
Directors’/Officers’ Certificates (as needed)	Conditional	
Tax-Related Documents	Conditional	

Important Notes

- Ensure all parties review and approve final documents before closing.
- Check for all regulatory and legal compliance requirements specific to the jurisdiction.
- Maintain clear and organized records for auditing and future reference.
- Confirm the receipt and allocation of funds before execution of share transfers.
- Update internal company records and notify relevant authorities as needed promptly after closing.