

Legal Due Diligence Checklist Template for Funding

1. Corporate Documents

- Certificate of Incorporation and any amendments
- Articles of Association / By-laws
- Shareholder agreements and cap table
- List of directors, officers, and key shareholders
- Board and shareholder meeting minutes
- Organizational chart

2. Financing and Capitalization

- Details of previous funding rounds
- Convertible notes, warrants, or other convertible securities
- Stock option plans and grants

3. Material Contracts

- Joint venture and partnership agreements
- Material customer/supplier contracts
- Non-disclosure, non-compete, and non-solicitation agreements
- Loan and credit agreements
- Lease agreements (property, equipment, etc.)

4. Intellectual Property

- Patents, trademarks, copyrights, and licenses
- Pending intellectual property applications
- Domain names and registration documents
- IP assignment and confidentiality agreements with employees and contractors

5. Litigation and Disputes

- Ongoing or pending litigation and claims
- Letters from government/regulatory bodies
- Settlements or dispute resolution agreements

6. Compliance and Regulatory

- Business licenses and permits
- Regulatory filings and correspondence
- Environmental, health, and safety compliance documents
- Privacy and data protection policies

7. Employment Matters

- Employment agreements for key personnel
- Independent contractor agreements
- Employee handbook and HR policies
- Details of employee benefits and compensation plans
- Outstanding or past labor disputes

8. Other Relevant Documents

- Insurance policies
- Any material correspondence with governmental/regulatory bodies
- Miscellaneous documents relevant to the company's operations

Important Notes:

- This checklist serves as a general guide and may require customization based on the company's specific industry and circumstances.
- All documents should be current and, where possible, copies should be certified or verified as true.
- Ensure confidentiality of all shared documents and information during the due diligence process.
- Consult with legal counsel prior to sharing sensitive company information with investors or third parties.