

DUE DILIGENCE CHECKLIST

Below is a list of documents that we hope to see in your data room/diligence room. We know that each company is different and will not have all documents, but please include any pertinent documents to help us complete diligence. The easiest way to share these documents is in a file sharing software that is easily accessible (i.e. Google Drive, Dropbox, etc.)

Once SCRA extends the invitation to enter due diligence, the company must provide access to their data room containing all requested documentation within five (5) business days. How to share data room access will be provided with the due diligence invitation.

NOTE: Access to view a company's data room is restricted to a small group of SCRA employees that perform due diligence activities for SCRA's investment affiliate, SC Launch Inc. Upon review, this group generates a general summary opinion for the Review Committee, including any concerns related to potential business risks of the company.

If you have any questions about this list or what to include, please reach out at techcatalyst@scra.org.

A. Corporate Records/Legal Documents

1. Articles of Incorporation, LLC Operating Agreement, other certificates of designation, Bylaws, etc.
 - a. Subsidiary/Joint Venture information (if any)
2. Stockholder Accounts Summary or Capitalization table (breakout of ownership interests)
 - a. List of company stockholders including issuance dates and original issuance price
 - b. List of company option holder, including grant dates and exercise prices
3. Stock Purchase agreements AND/OR Loan agreements
 - a. Outstanding options, warrants, rights (including conversion or preemptive rights)
 - b. Agreements for the purchase or acquisition of any of the Company's securities
 - c. Summary of the vesting schedules (if applicable)
4. Convertible Notes, SAFEs, and/or Promissory Notes
4. Non-dilutive grant information
 - a. SBIRs,
 - b. STTRs
 - c. Others
5. Licensing agreements with coversheet that explains the purpose for each agreement (if multiple)
6. Intellectual Property
 - a. Patent filings (provisional, utility, design, plant, PCT, etc.)
 - b. Trademarks
 - c. Copyrights
7. Key Contracts – include point of contact and contact information
 - a. Customers
 - b. Vendors
 - c. Employees
 - Employee agreements
 - Employee confidentiality and proprietary information agreements

8. Legal Matters

- a. Pending litigations
- b. Arbitrations
- c. Litigation settlements
- d. Company's standard terms of service / terms of use for its customers (if applicable)

B. Operations and Financial Documents

1. Pitch Deck, unless this was provided with the Application
2. Any consulting/outsourcing initiatives
 - a. Contract documents
 - b. Outcomes

C. Management/Personnel

1. Resumes or detailed bios of management team
2. Organizational chart
3. Letters of Support (customers, strategic partners, industry veterans, etc.), unless this was provided with the Application

D. Other

1. Project implementation plan, if applicable.

Helpful Links

[Series A Diligence Checklist from Y Combinator](#) (also gives an overview for Seed Stage companies)

[High Level List of Items to Include in Data Room by AffinityCRM](#)

[Comprehensive Diligence Checklist by Confluence.vc](#)