

Company:
TLS Officer:
Application Submission Date:

TAB Date:
Complete Submission Target Date:
EDA Board Target Date:

Exhibit Letter	Description	Submission Status <i>Yes/No; Page number</i>	Comments <i>(If not applicable, then provide reason)</i>
	Business		
A	Legal Formation Documents (Articles of Incorporation, Certificate of Formation, Operating Agreement, etc.)		
B	Executive Summary		
C	Latest Business Plan / Investor Presentation – this document should include items like a Product Road Map, SWOT analysis, Competitive Analysis, Management Bios.		
D	Schedule of management/officers, directors/advisors, and key employees with documentation (should include bios, contracts, compensation, stock ownership, etc.)		
E	Tax Clearance Form <i>(will be required as a condition of closing)</i>		
F	Executed Office/Lab Leases <i>(will be required as a condition of closing)</i>		
G	Insurance policies – inclusive of assets, general liability, D&O <i>(will be required as a condition of closing)</i>		
	Product		
H	IP Documentation - Patent or Copyright, IP/Product roadmap (if not included in Business Plan / Investor Presentation)		
	Financials		
I	Historical Annual financial statements – Balance Sheet, Income Statement, and Cash Flow - for up to most recent 2 years (or as many years as available). Year to Date Interim, Management Prepared financial statements.		
J	Projected Quarterly financial statements – Balance Sheet, Income Statement, and Cash Flow - for next 3 years		
K	Company’s tax returns for the previous two years (if applicable)		
	Customers		
L	Three Customer References with Contact Information (if not included in online application)		
M	Customer Agreements/Contracts (if applicable)		
	Investment		
N	Subscription and associated documents (including all warrants, options, etc.) for match funding and any other previous financing		
O	Verification/Documentation for receipt of investments to be matched		
P	Capitalization Table - <u>fully diluted</u> basis include shareholder details		
Q	Agreements/Documentation for any debt or credit (if applicable)		
	Human Resources		
R	Management team references (minimum of 2 business references)		
S	Contact information, including e-mail and phone number, of all investors with ownership interest of 10% or more (if not included in online application)		
T	Personal financial statements and most recent tax returns of senior management team and owners with more than 10% equity position		