# Cover Sheet

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| **Firm: General Information** | | | | | | | | | | | | | | | **Date of Completion:** | | | | | | **MM/DD/YYYY** | | |  | |
|  | **Firm Name or Business Unit that is Raising Capital**  **(the “Firm”):** | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | **Address:** | | | Street: | | | | | |  | | | | | | | | | | | | | | | |
|  |  | | | City: | | | | | |  | | | | | | | | | | | | | | | |
|  |  | | | State/Country: | | | | | |  | | | | | | | | | | | | | | | |
|  |  | | | Postal/Zip Code: | | | | | |  | | | | | | | | | | | | | | | |
|  |  | | | Phone Number: | | | | | |  | | | | | | | | | | | | | | | |
|  | **Regulatory Body(s) that Supervises Firm:** | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | **Regulatory Body(s) Registration Number(s):** | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | **Firm Contact (for requesting additional information):** | | | | | | | | |  | | | | | | | | | | | | | | | |
|  |  | | | Name: | | | | | |  | | | | | | | | | | | | | | | |
|  |  | | | Title: | | | | | |  | | | | | | | | | | | | | | | |
|  |  | | | Phone Number: | | | | | |  | | | | | | | | | | | | | | | |
|  |  | | | Email Address: | | | | | |  | | | | | | | | | | | | | | | |
|  |  | | |  | | |  | | | | |  | |  | | |  |  |  | | | |  | | |
| **Fund: General Information** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Investment Advisor Entity (the “Manager”)** | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | **General Partner Legal Name (the “GP”):** | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | **Fund Legal Name (the “Fund”):** | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | **Regulatory Body(s) that Supervises the Manager:** | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | **Regulatory Body(s) Registration Number(s):** | | | | | |  | | | | | | | | | | | | | | | | | | |
|  |  | | | | | |  | |  | |  | | | | | | | | | | | | | | |
|  | **Fund Size:** | Targeted Amount: | | |  | | | | | | | |  | | | **Fund Term:** | | | | First Close Date: | |  | | |  | |
|  | (Reporting Currency) | Minimum: | | |  | | | | | | | |  | | | (Date /Years) | | | | Targeted Final Close Date: | |  | | |  | |
|  |  | Maximum/Cap: | | |  | | | | | | | |  | | |  | | | | Investment Period: | |  | | |  | |
|  |  | First Close Amount: | | |  | | | | | | | |  | | |  | | | | Follow-on Period: | |  | | |  | |
|  |  | Amount Raised to Date: | | |  | | | | | | | |  | | |  | | | | Remainder of Term: | |  | | |  | |
|  |  | Total Closings to Date: | | |  | | | | | | | |  | | |  | | | | Extension Period: | |  | | |  | |
|  |  |  | | |  | | | | | | | |  | | |  | | | |  | |  | | |  | |
|  | **Management Fees:** | Investment Period: | | |  | % of | |  | | | | |  | | | **Misc. Terms:** | | | | Reporting Currency: | |  | | |  | |
|  | (% of Basis) | Follow-on Period: | | |  | % of | |  | | | | |  | | | (Fund Only) | | | | Hurdle (%): | |  | | |  | |
|  |  | Extension Period: | | |  | % of | |  | | | | |  | | |  | | | | Carried Interest (%): | |  | | |  | |
|  |  |  | | |  |  | |  | | | | |  | | |  | | | | Carry Catch-up (%): | |  | | |  | |
|  | **Investment Focus:** | Strategic Focus: | | |  | | | | | | | |  | | |  | | | | Carry Escrow (%): | |  | | |  | |
|  | (Fund Only) | Geographic Focus: | | |  | | | | | | | |  | | |  | | | | GP Commit. (%): | |  | | |  | |
|  |  | Industry Focus: | | |  | | | | | | | |  | | |  | | | |  | |  | | |  | |
|  |  | ESG / Impact / Sustainable Strategy: | | | (Y/N) | | | | | | | |  | | |  | | | |  | |  | | |  | |
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# Questionnaire

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| --- | --- | --- | --- |
| **1.0** | **Firm: General Information** | **Yes** | **No** |
| 1.1 | Provide a brief overview of the Firm, including information on the founding, subsequent history and information on any predecessor firm and/or parent firm.  *Answer here* | | |
| 1.2 | Describe any plans to change or expand the Firm (e.g., entering/exiting business lines or office locations) over the next five years.  *Answer here* | | |
| 1.3 | Provide an overview (including chart) of the ownership structure of the Firm, its relevant investment advisors and any parent organization ([as referenced in Appendix A](#184mhaj)). Include details on the timing and rationale for each significant ownership change. State any limitations on the ability of the Firm Principals (as defined in the Glossary) to assign their interests in the General Partner. Include percentage ownership, ownership vesting schedules and any changes in ownership over the last five years.  *Answer here* | | |
| 1.4 | Provide an organizational chart showing the management/organizational structure of the Firm ([as referenced in Appendix A](#279ka65)). Include the structure and the different departments within the Firm (e.g., Operations, IT, HR, Legal, Accounting or Finance). Only provide names of C-suite and department heads (e.g., Head of ESG or Head of Operations). Names for all other Firm employees (as defined in the Glossary) do not need to be provided as part of the organizational chart.  *Answer here* | | |
| 1.5 | Provide an overview of the C-suite at the Firm.  *Answer in table below* | | |

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| --- | --- | --- |
| **Role** | **Questions** | **Responses** |
| Chief Executive Officer (CEO) | Name |  |
| Tenure at Firm |  |
| Credentials |  |
| Roles/responsibilities |  |
| Reporting Lines |  |
| Does the individual occupy another function within the Firm? | If Yes, provide context on (1) the function, (2) time spent on the function and (3) how conflicts of interest are addressed |
| Chief Investment Officer (CIO) | Name |  |
| Tenure at Firm |  |
| Credentials |  |
| Roles/responsibilities |  |
| Reporting Lines |  |
| Does the individual occupy another function within the Firm? | If Yes, provide context on (1) the function, (2) time spent on the function and (3) how conflicts of interest are addressed |
| Chief Financial Officer (CFO) | Name |  |
| Tenure at Firm |  |
| Credentials |  |
| Roles/responsibilities |  |
| Reporting Lines |  |
| Does the individual occupy another function within the Firm? | If Yes, provide context on (1) the function, (2) time spent on the function and (3) how conflicts of interest are addressed |
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| 1.6 | Does the Firm have any existing business lines that are unrelated to the Fund’s investment strategy? | ☐ | ☐ |
| 1.7 | Provide a list of all investment vehicles previously managed by the Firm over the last five years, including predecessors to the Fund, vehicles with different investment strategies than that of the Fund and separate accounts managed by the Firm.  *Answer here* | | |
| 1.8 | Has the Firm entered any joint ventures with or sold a minority interest in the Firm to another manager? | ☐ | ☐ |
|  | * + 1. Describe any situation where the Firm has entered any joint ventures with or sold a minority interest in the Firm to another manager, including the structure, governance and economics of the relationship.   *Answer here* | | |
| 1.9 | Describe the Firm’s capital raising plans over the next five years, including new funds, strategies or business lines. Provide context into any plans related to taking the Firm public or raising permanent capital.  *Answer here* | | |
| 1.10 | Provide information regarding indebtedness of any kind, including pledges of interest in the Firm/Management Company or any of its affiliates. If applicable, provide the schedule of such borrowings and provide details regarding the key terms and covenants contained in such agreements. Are there any personal guarantees involved? If so, by whom?  *Answer here* | | |
| 1.11 | Has the Firm or any affiliated entity ever failed to make payments under any secured or unsecured indebtedness? | ☐ | ☐ |
|  | * + 1. Describe any situation where the Firm or any of its affiliated entities has failed to make payments under any secured or unsecured indebtedness.   *Answer here* | | |
| 1.12 | Have any current members of Leadership (as defined in the Glossary) or Senior Investment Professionals (as defined in the Glossary) at the Firm ever failed to make payments under any secured or unsecured indebtedness? | ☐ | ☐ |
|  | * + 1. Describe any situation where any current members of Leadership or Senior Investment Professionals at the Firm have ever failed to make payments under any secured or unsecured indebtedness.   *Answer here* | | |