DATA PROCESSED

Pre-Seed

The very first stage when you have an idea and are building a basic version (prototype or MVP) of your product.

You're mainly funded by personal savings, friends, or family to prove the idea works.

01

Company Overview

Provide a clear description of your startup and its vision.

☐ Executive Summary
☐ Latest Pitch Deck

03

Company Basics

Gather essential documents to establish your startup.

☐ Incorporation Certificate
☐ Business Registration Documents

03

Founding Documents

Include documents on company setup.

☐ Articles of Association
☐ Company Bylaws

04

Team
Information

Present key team members and their roles.

☐ Short Bios or Resumes of Key Team Members
☐ Team Structure, Titles, Responsibilities

05

Cap Table Basics

Provide an overview of the ownership structure.

☐ Simple Cap Table (showing founder equity)
☐ Founder Equity Details (vesting schedules)

Initial Product Information

Describe your product or service offering.

☐ Product Demos or MVP (Minimum Viable Product) Details

07

Early Contracts
(if applicable)

Include any agreements you've made.

□ Simple contracts,
□ NDAs,
□ Partnership letters.

08

Market Research

Provide proof of market need.

□ Market Analysis Reports
□ Competitive Analysis
□ Customer Feedback or Testimonials

09

Early Compliance Info

Show you follow key regulations.

☐ Basic Data Protection Practices (e.g., GDPR compliance)
☐ Privacy Policy

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Basic Financial Projections

Demonstrate your startup's short-term growth, costs and financial plans.

□ 12 Month Financial Plan

□ 12 Month Revenue Forecasts

□ Budget Outline (12-18 months)

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Initial Intellectual Property *(if applicable)*

Share any intellectual property that you have.

□ Trademark Applications or Registrations (if applicable)
□ Note: If no IP exists, this category can be excluded.

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Tech Overview
(if applicable)

Outline your technical infrastructure and plans.

☐ Basic Tech Stack Overview
☐ List of Software and Tools Used
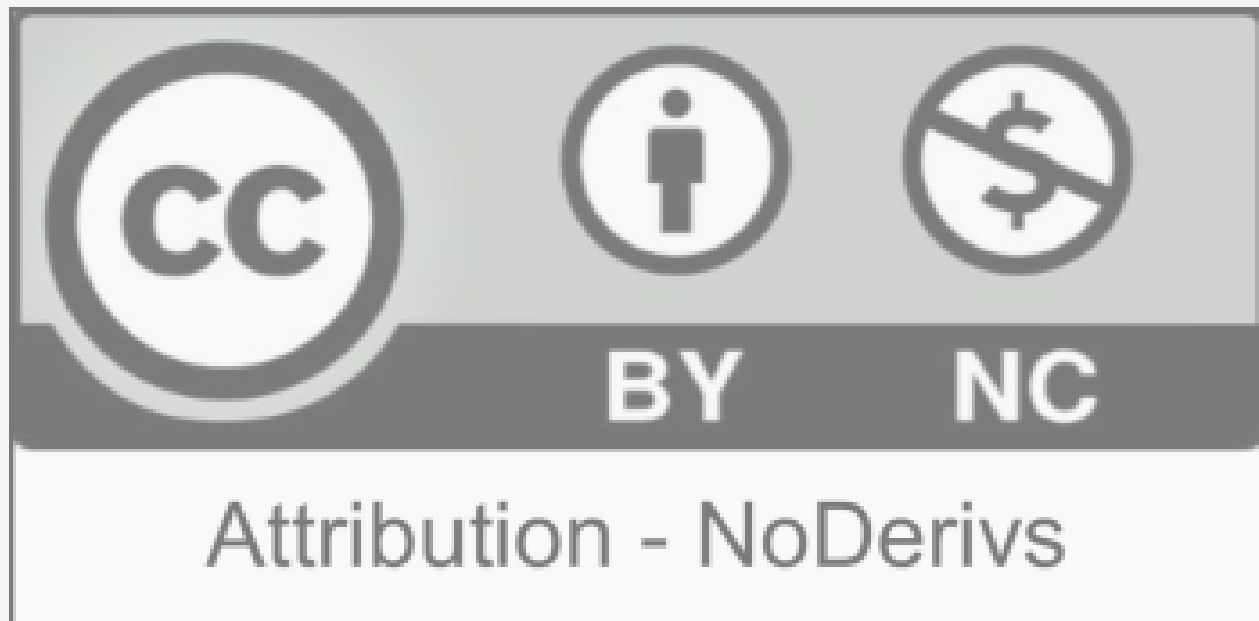
13

Organize Everything

Keep your data room neat and simple.

☐ Clear Folder Structure (e.g., Financials, Contracts, Team Info)
☐ Index or Table of Contents for Easy Navigation
☐ Document Checklist (to ensure completeness)

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PLAIN LANG UAGE

BURAK BUYUKDEMIR