

Ansarada Capital Raise Template (1)		
Title	Requirements	Description
Contracts		
Customer Agreements	All agreements for top 10 customers by revenue All agreements for customers greater than 5% of total revenue Standard form (template) customer contracts or agreements	A customer agreement outlines the terms and conditions that govern the use of your company's products and services by your customers (B2B and B2C), along with the payment details.
Property Leases	Are signed and up to date Make good provision and accounting treatment for the rent free period are accounted for correctly	Agreements that document the ongoing rights and obligations of both the company and a third party in relation to the leasing of property by one of the parties to the other.
Software Licenses	Includes all software licensing agreements Includes all franchise agreements Includes all IP license agreements	Agreements that support the company's right to utilize software developed by a third party in the operation of the business.
Supplier Agreements	All agreements for top 10 suppliers by total cost All agreements for suppliers greater than 5% of total costs	A supplier agreement is a legal contract with your suppliers, defining the rights and obligations of all parties involved.
Corporate		
Business Plan and Strategy	Includes the most recent business plan Includes any recent strategic papers presented to the board of directors Includes any recent strategic papers presented to the senior management team	Any documents containing descriptions of the goals and objectives that the management team has set for the business, and details about how those goals and objectives intend to be achieved.
Company Constitution	All corporate entities have a company constitution	The document that specifies the rules governing the activities of, and relationships between, the company, directors and shareholders.
Corporate Agreements	Includes all available Joint Venture agreements Includes all available Partnership agreements Includes all available Strategic Alliance agreements Includes all agreements granting rights to purchase company stock (e.g. pre-emptive rights, stock repurchase agreements) Includes all agreements for shares held in trust Includes any agreements since inception relating to the acquisition, sale or license of any material assets	Agreements that document any strategic arrangements that the company has entered into, including (but not limited to) partnerships, joint ventures, options to acquire, and joint development agreements.
Corporate Structure	Includes a brief description of the history of the organization Includes a brief description of the key products/services provided by the business Includes a brief description of the customer segments in which the company operates Includes a brief description of the geographic spread/jurisdictions in which the company operates Includes a brief description of the key legal entities which comprise the overall group Includes a brief description of the key operational departments within the organization and the responsibilities of each	A corporate structure document outlines information on your company's background, business activities and product offerings.
Directors and Officers	Includes the role of each member Includes the date appointed of each member Includes the committee membership of each member Includes the date of birth of each member	The directors and officers list contains details of your company's leadership and executive team members.
Group Structure Chart	Updated within the last 12 months Provide details of all proposed corporate restructures to eliminate redundant/dormant companies and divisions	A group structure chart outlines the relationships of subsidiaries and various entities owned by your company, across various jurisdictions.
Incorporation and Registration Information	Includes all certificates of incorporation Includes all good standing certificates for company and subsidiaries in jurisdictions of incorporation Includes all seal registers	Incorporation and registration documentation is a set of legally certified documents that contain information on the formation, constitution, and legal structure of your company.
Jurisdictions Operating	Includes each relevant country Includes each relevant state or territory Includes all jurisdictions where assets are held Includes all jurisdictions where staff are employed Includes all jurisdictions where business is conducted	A list of the countries, states and territories that have their own corporate regulatory regime and in which the company and/or its related entities hold assets, employ staff or carry on business.
Jurisdictions Registered	Includes each country within which the company and its entities are registered Includes each State or Territory within which the company and its entities are registered	A list of the countries, states and territories that have their own corporate regulatory regime and in which the company and/or its related entities are registered to operate as a business.
Market Assessment	Includes all recent competitor assessments undertaken Includes assumptions and/or commentary for each major item	Any analysis conducted on the markets in which your company operates that provides insights into competitors, positioning, and trends.
Shareholder Agreements	Includes any agreement specifically named "Shareholders Agreement" Includes any other agreement with respect to issued shares, such as rights under which consent to call shares Include number of options forfeited, exercised and granted during the year	Any agreements between shareholders of the company that includes rights and obligations related to how shares can be transferred or votes can be made at shareholder meetings.
Shareholder Register	Includes the name and address of each shareholder Includes the number of shares held by each shareholder Includes the date the shareholder first entered the shareholder register Includes the amount of any dividends that have been announced by not paid for each shareholder	A list that identifies each holder of an equity interest in the company along with important information about each holder such as name, address, shares held, date of first entry to the register, capital calls outstanding, and dividends received.
Financials		
Budget	Includes the high level budget numbers for key P&L and Cashflow Statement line items Includes detailed budget figures for all material line items Includes assumptions and/or commentary for each major item	A Budget is a financial document prepared by your management team to estimate your company's revenue and expenditure for the upcoming financial year.
Cash flow Statement	Cash flow statement for financial year showing operational, financial and investing cash flows Reconciliation of cash flow to opening and closing cash balances as per TB	Statement of cash inflows and outflows over a specific period. Categorisation of cash flow as Operational, Investing or Financing activities.
Debt Covenant Report	Includes all financial covenants which the company is subject to Includes the 12 month history of how the business has performed relative to each covenant Includes the history of how the business has performed relative to each covenant in the year ending Includes the history of how the business has performed relative to each covenant in the year ending Please provide details of any party to those leases / licences / rental etc agreements which is in default Provide evidence to substantiate the timely submission of reporting to key stakeholders	A debt covenant report documents the performance of your company in relation to the targets specified by the lender as part of the debt agreement.
Equity (excluding ESOP)	Compare current year balance with prior year to ensure reasonableness of changes during the year Check the number of shares and amount of issued, subscribed and paid up capital to external share register Determine if dividend payments and associated liabilities have been correctly recorded with reference to the share register Determine that that each class of authorized shares are presented in the financial statements correct Obtain Board minutes to approve the the issue of new shares (if applicable)	To ensure that all equity accounts have been presented, classified and disclosed in the financial statements in accordance with the requirements of applicable financial reporting standards.
Financing Arrangements	Includes documentation for all loans Includes documentation for all charges Includes documentation for all lines of credit Includes documentation for all mortgages Includes documentation for all security interests Includes documentation for all security deposits Includes documentation for all debentures	Financing arrangements refer to the funding agreements between your company and third parties, defining the terms and conditions of the funds borrowed by your company.
Forecasts and Projections	Includes operational metric projections Includes revenue projections Includes EBITDA projections Includes projections by product or division Forecasts project out at least 1 year Forecasts project out at least 3 years	All documents or files containing projections of the financial performance of the business prepared recently by or for the management team.
Loans, Charges, and Other Interests	Includes the name of the holder of the interest Includes the date the interest was acquired and the date it is due Includes the amount outstanding Includes all loans Includes all charges Includes all lines of credit Includes all mortgages Includes all security interests Includes all security deposits Includes all debentures Include loans by the Company Include loans to other members of the Company's group. Include finance, hire purchase or operating leases for all plant, equipment or vehicles. Include loans to the Company Include loans by other members of the Company's group Include letters of comfort/support	A list identifying all loans, charges, credits or other non-equity financial interests held by third parties in the business along with important information about each interest.
Monthly Management Reports	Includes management reports for the current financial year Includes management reports for the most recently completed financial year Includes management reports for the previous financial year (2 years ago) Includes variance commentary on year on year movements	Monthly management reports are the financial statements and business performance reports prepared by internal stakeholders or external experts on a monthly basis.
Statutory Financial Statements	Includes financial statements for all jurisdictions Includes financial statements for all entities Includes statements for at least the past year Includes statements for at least the past 2 years Includes statements for at least the past 3 years Preparation of a draft set of financial statements, including disclosures, that form the basis of the internal financial statements Prepare a GL mapping of the GL into the Financial Statement groupings. Prepare a reconciliation of the management reporting to the statutory reporting (including any GAAP differences)	Statutory financial statements are your company's official financial statements that are submitted to the regulatory authorities, across jurisdictions.
Human Resources		
Employee Agreements	Includes the employment agreements of all the senior management team Includes the employment agreements of all key sales staff Includes the employment agreements of all key IT staff Includes the employment agreements of all key technical staff Includes the employment agreements of all key operational staff	Agreements that document the terms upon which each employee has been engaged by the company.
Employee Register	Includes the date each employee was hired Includes the contract type of each employee (full-time, part-time, casual) Includes the current employment status of each employee Includes the notice period of each employee Includes the date of birth of each employee Includes the base salary of each employee Includes the role/title of each employee	A list identifying all employees of the business along with important information about each employee including date of hire, employment status, role, remuneration, date of birth and notice period.
Employee Share Options Plan	Include ESOP Offer letter Include ESOP Rules Include contracts for the Management Team Agree options granted to Board minutes Obtain the valuation model used to value the share options and rationalise the key assumptions used Ensure the share based payment expense is recognised on a straight line basis over the deemed vesting period Obtain a schedule options which includes options outstanding, exercisable and available for future grants Obtain a schedule of options which includes options granted, cancelled and exercised during the year	Ensure the Employee Share Option Plan (ESOP) are recorded in the financial statements
HR Policies and Plans	Includes all pension and superannuation plans Includes all bonus and other cash compensation schemes Includes all share options, stock ownership or profit sharing plans Includes all severance or redundancy plans Includes all employee/personnel policy handbooks Includes all policies in relation to employee leave	Documentation of all internal company rules and regulations related to employee behaviour, rights, and obligations including all special employee related arrangements.
Organization Chart	Identifies the role of each person Identifies reporting lines Includes all company staff Includes all full-time, part-time and casual employees Includes all consultants/contractors	An organization chart presents your company's hierarchical structure and the reporting lines among your employees, their teams and management.
Insurance		
Insurance Policy Register	Includes each policy's expiry date Includes a brief description of the activities or risks covered by the insurance Includes the name of the insurance provider Includes the jurisdictions in which the activities or risks are covered Includes the annual cost of the insurance Includes the payment status	A list identifying all of the insurance policies held by the company along with important information about each policy such as the identify of the insurance provide, cover type, policy limit, key exclusions, policy premium, and policy conditions.
Intellectual Property		
IP Asset Register	Includes all patents held Includes all copyrights held Includes all trademarks held Includes all web domains held Includes all trade secrets held Includes the date each IP asset was acquired Includes the carrying value of each IP asset Includes the jurisdictions in which regulatory protection is held for each IP asset Includes the expiry date of regulatory protection on each IP asset	A list identifying all intellectual property assets held or utilized by the company in the running of the business along with important information about each asset.
IP Authority Correspondence	Includes all correspondence in relation to registering IP Includes all correspondence in relation to renewing IP rights Includes all correspondence in relation to changes to IP regulations Includes all correspondence in relation to IP infringements by the company Includes all correspondence in relation to IP infringements by a third party	An Intellectual Property (IP) authority correspondence is the record of all information exchange between your company and IP authorities across jurisdictions.
IP Disputes	Includes the date of each dispute Includes the IP asset which is alleged to have been infringed in each dispute Identifies the party who has alleged to have infringed in each dispute Includes the current status of the dispute Includes the name of the opposing party in each dispute	A list of disputes related to the use of the IP assets of the company or third parties along with important information about each matter including the commencement date of the dispute, the identity of the other party, the role of each party, and the outcome of the dispute.
IP Protection	Includes documentation for all patents held Includes documentation for all copyrights held Includes documentation for all trademarks held Includes documentation for all web domains held	Documentary evidence of the legal protection held by the company over its Intellectual Property assets including patents, trademarks, copyrights, and web domains.
Legal		
Consents, Approvals, and Licenses Register	Includes the date each was acquired Includes the nature of the activities sanctioned by each license, permit, approval or consent Includes the regulatory authority (or other third party) that granted each license, permit, approval or consent Includes jurisdictions in which each license, permit, approval or consent applies Includes any limitations placed on the approval granted for each license, permit, approval or consent Includes any expiration date placed on each license, permit, approval or consent	A consents, approvals and licenses register contains the particulars of your company's consents, approvals, and licenses that permit it to operate legally.
Litigation, Disputes, and Complaints	Includes a date for each when the first complaint was made or received Identifies the other party to each litigation, dispute or complaint Identifies the company's role in each litigation, dispute or complaint Includes the current status of each litigation, dispute or complaint Includes a brief description of the nature of each litigation, dispute or complaint Includes the nature of the resolution for each litigation, dispute or complaint that has been resolved	A list of all litigation, disputes, and complaints involving the company (excluding Tax and IP disputes).
Operations		
Key Performance Metrics and Reports	Includes any relevant sales volume metrics Includes any relevant sales generation and conversion metrics Includes any relevant production metrics Includes any relevant customer service metrics Includes a description of how often each metrics is measured and reported Includes a description of the recent performance of the business against each metric	A description of the key metrics used by management to assess the performance of the business whether they be financial or operational in nature and information about how the business has performed recently in terms of these metrics.

Marketing Plan	Includes a description of the key marketing channels utilized by the company Includes an overview of the marketing personnel employed by the company and their respective role Includes a description of any marketing agencies retained by the company and the work they typically perform Includes a description of the types of advertising and promotional activities undertaken Includes a description of the pricing strategy adopted by the company Includes a description of the key customer relationships the company has Includes a description of how the marketing strategy differs or is similar to that of competitors Includes a sample package of documents or slides used in marketing presentations Includes a description of the methods used to track the success of marketing strategies Includes a description of anticipated changes to the marketing plan and the reasons for these changes	A marketing plan outlines the marketing goals, objectives and challenges faced by your company and the strategies adopted to mitigate them.
Sales Strategy	Includes a description of the structure and size of the sales organization Includes a description of how roles and responsibilities are divided amongst sales people Includes a description of the sales process flow from new lead to new customer Includes a description of the sales training implemented Includes a description of the compensation arrangements for sales people Includes data on the rate of quota attainment by sales people	A sales strategy document outlines your company's sales objectives and targets with the steps and processes to achieve them.
Tangible Assets		
Fixed Asset Register	Includes the ownership status of each asset Includes the date each asset was acquired or developed Includes the historical cost of each asset Includes the physical location of each asset Includes the accounting depreciation methodology adopted for each asset Includes the tax depreciation methodology adopted for each asset Includes the accumulated depreciation for each asset Includes the replacement or residual value for each asset Includes the condition of each asset Includes the usage status of each asset Identify all items of plant, machinery, equipment, furniture, and fittings Please provide copies of all hire purchase and leasing contracts Please provide copies of all contracts affecting or for purchasing any assets of the businesses conducted Ensure the Fixed Asset Register reconciles to the GL and maps correctly the Property, Plant and Equipment Schedule of any fixed asset revaluation and the associated reconciliation to reserves GL account Review of the useful economic life for each assets class Reconciliation of the tax book value to the accounting book value Listing of all fixed asset additions, disposals (including calculation of profit or loss on disposal and revaluation)	A list identifying all fixed assets held or utilized by the company in the running of the business along with important information about each asset such as type, cost, age, condition, value, and depreciation information.
Tax		
Income Tax Returns	Includes tax returns for all jurisdictions Includes tax returns for all entities Includes your most recent tax return Includes your prior year tax return Includes your last 3 tax returns	The official tax forms filed in each relevant jurisdiction documenting the amount of Income Tax (or tax on company profits) to be paid by each tax paying entity within the group.
Intercompany Transactions	Includes the relevant dates for each transaction Identifies the group entities involved in each transaction Includes a brief description of the nature of each transaction Includes a description of any monetary value passing between group entities Includes the associated agreements and other documentation evidencing each transaction	A list identifying any transactions that have occurred between entities within the corporate group along with important information about each such as a description of the transaction, the parties to the transaction, the dates of the transaction, and the amount of the transaction.
Tax Agreements	Includes all tax sharing agreements Includes all tax funding agreements	Tax agreements are the arrangements between your company and group companies to directly or indirectly share tax liabilities.
Transactional		
Management Presentations	Includes an assessment of the current status of the market in which the company operates Includes a summary of the recent operational and financial performance of the business Includes an assessment of the strategic position of the business Includes management's outlook for the future of the company both in terms of strategy and financial Includes an overview of the key products and services of the business and their position in the market	Management presentations are the documents prepared by your management team to outline the current and future performance of your company to a prospective buyer.
Transactional Financial Models	Includes an operating model Includes management case projections Includes a financial model	Transactional financial models are the mathematical models created to forecast the future earnings of the business either to help inform investors about how management determined their own forecasts or to help the vendor determine their own forecasts.
Sustainability		
Sustainability/Reports		
ESG Gap Analysis and Benchmarking report	Includes a gap analysis of the current ESG issues	A report that provides a gap analysis of your ESG issues and benchmarks performance against ESG leaders. Get started here: https://get.ansarada.com/esg-pulse-check
Material Sustainability Issues Report (ESG Materiality Assessment)	Includes a diagnosis of the most important issues from the view of internal and external stakeholders	A materiality assessment of your ESG issues, including a report output of how the organization plans to prioritize those issues. Get started here: https://get.ansarada.com/esg-materiality
Employee Engagement Report	Includes an accurate assessment of employee engagement levels	A document that assesses and communicates the level of engagement among employees within an organization
IT & Cybersecurity Risk Report	Includes analysis of potential threats or vulnerabilities present in IT infrastructure and systems	A comprehensive document that assesses and communicates the risks and vulnerabilities present in IT infrastructure and systems
Annual Sustainability Report & Disclosures	Includes information on sustainability strategy, goals, targets, and progress made during the reporting period	Overview of annual ESG performance and initiatives
Sustainability/Policies		
Human Rights Statement	Includes a public declaration on human rights and responsibility to protect and promote these rights	A formal declaration that outlines its commitment to respecting and promoting human rights principles, ensuring non-discrimination, fair treatment, and ethical practices within its operations, relationships, and supply chains
Privacy Policy	Includes information on the types of personal data collected, the purposes of data collection, obtaining consent, and how the data is used and protected	A document that outlines how an organization collects, uses, discloses, and protects personal information of individuals in compliance with applicable privacy laws and regulations
Modern Slavery Policy	Includes a risk assessment to identify, prevent and address modern slavery risks	Outlines an organization's commitment to identifying, preventing, and addressing modern slavery and human trafficking within its operations and supply chains
No-Retaliation (Whistleblower) Policy	Includes provisions that clearly prohibit retaliation, establish confidential reporting channels, provide protection for whistleblowers, and outline the consequences for retaliation	A document that prohibits any form of retaliation against individuals who report misconduct, violations, or concerns in the workplace
Diversity & Inclusion Policy	Includes commitment to equal opportunities, non-discrimination, diversity recruitment practices, inclusion, and employee resource groups	A commitment to fostering a diverse and inclusive work environment, promoting equality, and preventing discrimination or bias based on factors such as race, gender, age, disability, or sexual orientation
Employee Health, Well-Being & Safety Policy	Includes workplace safety measures, health and wellness programs, mental health support, occupational health and safety, and employee assistance programs	A document outlining physical and mental health, wellbeing, and safety of employees through various policies, programs, and initiatives
Sustainability Policy	Includes environmental stewardship, social responsibility, resource efficiency, greenhouse gas reduction, and community engagement	Outlines an organization's commitment to conducting business in an environmentally responsible and socially conscious manner, considering the long-term well-being of the planet and future generations
Code of Ethics	Includes standards of conduct, ethical principles, guidelines for decision-making, expectations of integrity, and conflict of interest policies	Set of guidelines that outlines the principles, values, and expected behavior for individuals within an organization, guiding ethical decision-making and promoting integrity and accountability
Code of Conduct	Includes guidelines on professional behavior, ethical standards, compliance with laws and regulations, and reporting mechanisms	Set of rules and principles that define expected behavior and standards of ethics within an organization, guiding employees' actions and promoting a positive work culture
Business Continuity Management Plan	Includes risk assessments, emergency response procedures, business impact analysis, recovery strategies, and disaster recovery plans	Outlines strategies, processes, and procedures to ensure the continuity of critical business operations during disruptive events or emergencies
Anti-Corruption Policy	Includes provisions that prohibit bribery, conflicts of interest, and unethical practices, establish reporting mechanisms, and outline the consequences for violations	Outlines an organization's commitment to preventing, detecting, and addressing corruption, bribery, and unethical practices within its operations and relationships, promoting transparency, integrity, and compliance with applicable laws and regulations
Risk Management Policy	Includes risk identification processes, risk assessment methodologies, risk mitigation strategies, risk monitoring and reporting, and risk appetite	Outlines an organization's approach to identifying, assessing, mitigating, and monitoring risks across various areas of its operations to protect its assets, reputation, and stakeholders' interests
Cybersecurity Policy	Includes guidelines for data protection, access controls, incident response, employee awareness and training, and security controls	Outlines an organization's approach to protecting its information systems, data assets, and networks from cyber threats by establishing security controls, defining responsibilities, and promoting best practices
Responsible R&D Policy	Includes considerations for ethical research practices, environmental sustainability, social impact assessment, and responsible innovation	Outlines an organization's commitment to conducting research and development activities in an ethical, sustainable, and socially responsible manner, considering the potential impacts on society, the environment, and stakeholders
Tax Policy	Includes guidelines for tax compliance, risk management, tax planning, transfer pricing, reporting obligations, and tax dispute resolution	A set of guidelines and principles that outline an organization's approach to tax compliance, planning, and governance, ensuring adherence to tax laws and regulations while managing tax-related risks
Executive Compensation Policy	Includes criteria for determining executive salaries, bonuses, stock options, performance metrics, clawback provisions, and severance pay	Outlines the principles, practices, and criteria used to determine the compensation and benefits of top-level executives in an organization
Sustainability/Strategy		
Sustainability Roadmap & Action Plan	Includes specific sustainability goals, targets, key performance indicators (KPIs), timelines, responsible parties, and action plans	Outlines an organization's goals, targets, and specific actions to be taken to advance its sustainability efforts and drive positive environmental, social, and governance outcomes
Net-zero Initiative	Includes a plan to reduce greenhouse gas emissions and offset any remaining emissions	A commitment to reduce greenhouse gas emissions to zero or near-zero.
UN Sustainable Development Goals (SDG) Commitment	Includes specific targets, actions, and initiatives undertaken by an organization to align its operations with the UN SDGs	A commitment made by an organization to actively contribute to the achievement of the 17 global SDGs, addressing various social, environmental, and economic challenges to promote sustainable development worldwide

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