

SAMPLE VC DUE DILIGENCE REQUEST LIST

	Date Provided	Does Not Exist
A. ACTIONS AND MINUTES		
1. All shareholder actions and meeting minutes.		
2. All board actions and meeting minutes.		
B. CHARTER DOCUMENTS		
1. The Company's current Certificate of Incorporation/Articles of Incorporation, including any amendments thereto.		
2. The Company's current Bylaws.		
C. CAPITAL STOCK		
1. Current shareholder and optionee lists, including issuance dates and original issuance price. These lists should include any party who owns securities of the Company or has any rights regarding securities of the Company.		
2. A summary of the vesting schedules of any stock or options subject to vesting.		
3. Agreements relating to the purchase, repurchase, sale or issuance of securities.		
4. Agreements relating to voting of securities and restrictive share transfers.		
5. Agreements relating to preemptive or other preferential rights to acquire securities, including rights of first refusal.		
6. Agreements relating to registration rights.		
7. Shareholder agreements not involving the Company, including any agreement by a shareholder relating to the sale, voting, or transfer of securities of the Company.		
8. Evidence of qualification or exemption under applicable federal and state blue sky laws for issuance or transfer of the Company's securities.		



D. LEGAL AND REGULATORY

1. All documents and correspondence relating to any pending litigation, threatened litigation, or disputes which could potentially lead to litigation involving the Company, its executive officers or its directors.
2. Any consent decrees, injunctions, judgments, other decrees or orders, settlement agreements or similar matters.
3. All correspondence between the Company and the U.S. Food and Drug Administration.

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E. INTELLECTUAL PROPERTY

1. Form of Proprietary Information and Invention Agreements signed by past or present employees and consultants. Any documentation relating to the transfer to the Company or any employee of any technology.
2. Copies of the Proprietary Information and Invention Agreements signed by key employees and consultants.
3. A list of any employees or consultants who have not signed Proprietary Information and Invention Agreements, including a list any periods of time where key employees or consultants performed services for the Company while not bound by such agreements.
4. Copies of any Proprietary Information and Invention Agreements that contain any exclusions from assignment to the Company.
5. Any licenses or agreements of any kind with respect to the Company's or others' patent, copyright, trade secret or other proprietary rights, proprietary information or technology, other than licenses or agreements pertaining to "off-the-shelf" or standard products.
6. A list of patents, copyrights and trademarks, and any searches relevant to such items that have been done.

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F. MANAGEMENT, EMPLOYEES AND CONSULTANTS

1. Any agreements, understandings or proposed transactions between the Company and any of its employees, officers, directors, affiliates, or any affiliate thereof, including without limitation, employment agreements, indemnification agreements and any loans or guarantees.
2. Consulting contracts.
3. Employee benefit and profit-sharing plans, including stock option, stock purchase deferred compensation and bonus plans or arrangements and forms of stock option grants or stock purchase agreements under such plans.
4. A list of officers and directors. If any officers are not currently devoting 100% of their business time to the Company, please note them on this list.
5. Copies of offer letters.
6. A list and breakdown of all outstanding accrued salary, paid time off, and reimbursable expenses.

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G. DEBT FINANCING

1. All debt instruments and credit agreements entered into by the Company, including lease financing, which are currently in effect.
2. Any guarantees of third party obligations.

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H. OTHER AGREEMENTS

1. Real property leases, including any amendments and all exhibits to such documents.
2. Capital Lease Agreements.
3. Standard forms of agreements used by the Company.
4. Joint venture and partnership agreements.
5. Management, service and marketing agreements.
6. Confidentiality and nondisclosure agreements.
7. Agreements requiring consents or approvals in connection with the financing.

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- 8. Agreements, letters of intent or term sheets regarding any proposed acquisition by the Company of any company, business or material amount of assets. _____
- 9. Any other agreements material to the business of the Company, or outside the ordinary course of business. _____

I. MISCELLANEOUS

- 1. Any reports and studies prepared by the Company or outside consultants on the Company or its subsidiaries' or affiliates' business or financial condition. _____
- 2. Most recent audited financial statements and latest unaudited monthly financial statements. _____
- 3. Brief description of any contract restricting the ability of the Company to compete in any line of business with any person or entity, or committing the Company or any subsidiary to continue in any line of business. _____
- 4. Most recent Business Plan, Offering Memorandum or similar document of the Company. _____
- 5. Any documents indicating environmental liabilities or potential environmental liabilities, including violations of any environmental laws, or agreements for indemnity or remediation of any adverse environmental conditions _____

