

## DOCUMENTATION CHECKLIST

### A. For Corporate Co-investor

DOCUMENT	FORMAT
<b>Presentation</b> of the Co-investor, which should mention, among other aspects, the following: history, shareholder structure, governance (including the identity of the respective members), presentation of the joint management team work, compensation structure of the management team (fees, hurdle rate, carried interest), IRR of each of the funds under management that are similar to that used in this co-investment operation (if applicable), IRR of the fund used in co-investment (if applicable), examples of investments and divestitures already performed.	PDF
<b>CVs</b> of the management team, which will perform the management tasks in this specific investment. Therefore, it includes the Management team and second line managers.	PDF
<b>Tax Clearance Certificate</b> (or issued by an equivalent entity), valid at the date of the application submission and the signing of the investment/shareholder agreements - (When the Co-investor's investment vehicle is a Fund, this document must apply both to the Management Company and to the Fund)	PDF
<b>Social Security Clearance Certificate</b> (or issued by an equivalent entity), valid at the date of submission of the application and the signing of the investment/shareholder agreements - (Although the investment vehicle of the Co-investor is a Fund, this document should only apply to the Management Company)	PDF
<b>Document proving that</b> the Co-investor is an incorporated entity - (When the investment vehicle of the Co-investor is a Fund, this document must apply both to the Management Company and to the Fund)	PDF

### B. For Individual Co-investor

DOCUMENT	FORMAT
<b>Co-investor presentation</b> , which should mention, among other things, the following: history, examples of investments and divestments already performed.	PDF
<b>CV</b> of Co-investor.	PDF
<b>Tax and Social Security Clearance Certificate</b> , valid at the date of submission of the application and the signing of the investment/shareholder agreements.	PDF

**C. For Co-investor’s Actual Beneficiaries**

DOCUMENT	FORMAT
Completion of the <b>KYC Form</b> regarding Money Laundering and Terrorism Financing prevention. The template is available for download in the application form.	PDF

**D. For Beneficiary Companies**

DOCUMENT	FORMAT
<p><b>Business plan</b> giving support to the investment decision that should mention, among other aspects:</p> <ul style="list-style-type: none"> <li>i) Executive Summary;</li> <li>ii) Industry Sector in which the project is to be developed, with a mandatory mention of whether this industry sector falls within the 200M Fund’s preferred sectors list;</li> <li>iii) Market description;</li> <li>iv) Product/Service description and if it is considered to be of an innovative nature (an explanation of its innovative nature has to be done);</li> <li>v) Beneficiary Company Cap Table, prior to the investment and by tranche of funds disbursement (indicating the estimated date, if applicable), with amounts financed in capital (capital stock, issuance premium, supplementary contributions, ancillary contributions, convertible bonds, others) and debt (shareholder loans, senior debt, others) identifying each shareholder. The Cap Table shall indicate the percentage of ownership and the voting rights of each shareholder of the Beneficiary Company;</li> <li>vi) Number of jobs to be created by the project and its annual breakdown;</li> <li>vii) Number of partnership entities involved in the investment operation (incubators, accelerators, other investors);</li> <li>viii) Expected amounts and timings of new investment rounds (if applicable);</li> <li>ix) Financial projections for a minimum of 5 years (Balance Sheet, Profit and Loss Statement, Cash Flow Statement, and Investment Statement), NPV and IRR of the project;</li> <li>x) Source and Application of Funds Statement;</li> <li>xi) Pre-money and post-money Valuation;</li> <li>xii) Exit strategy;</li> <li>xiii) Weight of private investment in the total operation under consideration;</li> </ul>	PDF

<ul style="list-style-type: none"> <li>xiv) Governance (including the identity of its members) of the Beneficiary Company;</li> <li>xv) Rights deriving from the investment operation: anti-dilution, drag along, tag along, veto rights, liquidation preference, among others.</li> </ul>	
<p><b>Slide deck</b>, in English, with the presentation of the company/project in which investment is to be made identifying the advantages of the project.</p>	PDF
<p><b>Financial and Legal Due Diligence</b> (and others whenever they exist).</p>	PDF
<p>Draft of the <b>Investment Agreement</b> and <b>Investment Term-Sheet</b> (to be presented until the decision of 200M Fund concerning the Investment Operation).</p>	PDF
<p><b>Certificate of Incorporation</b> (if applicable).</p>	PDF
<p><b>SME Certificate</b> valid at the date of the application submission (if applicable).</p>	PDF
<p><b>Tax and Social Security Clearance Certificate</b>, valid at the date of the application submission (if applicable) and the signing of the investment/shareholder agreements.</p>	PDF
<p><b>Signed Financial Reports</b> of the last 3 years, including the Audit Report, when applicable.</p>	PDF

**E. For the Actual Beneficiaries of the Beneficiary Company**

DOCUMENT	FORMAT
Completion of the <b>KYC Form</b> regarding Money Laundering and Terrorism Financing prevention. The template is available for download in the application form.	PDF