

TRANSACTION PATHWAY

VC and Family Office Onboarding Process Pathway

SEPTEMBER 2022



This Pathway will help you create a standardized process to manage and track new business opportunities and determine whether you should proceed with them. If you decide to proceed, it will help you track the information gathered as you evaluate the business, review its governance processes and viability, and then assess whether you should proceed with the acquisition or funding. It even supports the funding/closing process and oversight after the deal is completed, so your post close team has access to all of the prior steps and can manage their activities on Phundex too.

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
Potential Client Review	<ul style="list-style-type: none"> ➤ OneNDA ➤ OneNDA Word V2 ➤ Sign The NDA ➤ PDF Sign Document ➤ Client Contact details 	<ul style="list-style-type: none"> ➤ OneNDA ➤ OneNDA ➤ Non Disclosure Document ➤ PDF Sign Document ➤ Key Client Contact Form 	<ul style="list-style-type: none"> ➤ OneNDA Fillable V2 ➤ OneNDA Word V2
Company Information	<ul style="list-style-type: none"> ➤ Complete onboarding summary ➤ Basic company information (ensure complete) ➤ Company Marketing information ➤ Advisor Appointment 	<ul style="list-style-type: none"> ➤ Onboarding Form ➤ Basic Company Information ➤ Company Marketing Information ➤ Advisor Appointment 	
Initial Business Evaluation	<ul style="list-style-type: none"> ➤ Business Summary Review 	<ul style="list-style-type: none"> ➤ 500-word Business summary description 	
Business Evaluation	<ul style="list-style-type: none"> ➤ Review business summary ➤ Intellectual Property Review ➤ Business Plan review ➤ Review business plan provided ➤ Review further supporting material 	<ul style="list-style-type: none"> ➤ Form to collect comments ➤ Intellectual Property Company Filings ➤ Request Business Plan ➤ Review Business Plan ➤ Request for further information form 	
Governance	<ul style="list-style-type: none"> ➤ Corporate Governance Structure ➤ Corporate Governance ➤ Financial Governance 	<ul style="list-style-type: none"> ➤ Corporate Governance Structure form ➤ Corporate Governance form ➤ Financial Governance form 	

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
Viability	<ul style="list-style-type: none"> ➤ Create 5 year revenue projection ➤ Financial Review of forward-looking projections 	<ul style="list-style-type: none"> ➤ Create 5 year revenue projection ➤ Financial Highlights 	
Funding/closing	<ul style="list-style-type: none"> ➤ Funds Advanced ➤ Legal document sign off 	<ul style="list-style-type: none"> ➤ Funds Advanced ➤ Legal document sign off 	
Oversight	<ul style="list-style-type: none"> ➤ KPI status updates ➤ Regular Financial Updates ➤ Annual Review ➤ Post Close Reporting 	<ul style="list-style-type: none"> ➤ KPI status updates ➤ Regular Financial updates ➤ Annual Review ➤ Post Close Reporting 	