PITCH with VIGNESH

FOUNDER KIT · NO. 02

THE DATA ROOM CHECKLIST

Ready before they ask.

Every document an investor will ask for during due diligence, grouped by folder. Tick each one off before you start the round.

> Set this up before your first meeting, not after the term sheet. A tidy data room tells an investor you will be easy to work with. Keep one folder per section and name files the same way every time.

COMPANY

- [ ] Certificate of incorporation
- [ ] MOA and AOA, latest version
- [ ] Cap table, fully diluted, with ESOP pool
- [ ] Shareholder agreements and past term sheets
- [ ] Board and shareholder resolutions
- [ ] ESOP plan and grant letters
- [ ] DPIIT recognition, if you have it

FINANCIALS

- [ ] Audited accounts for the last two or three years
- [ ] Management accounts for the current year
- [ ] Monthly MIS for the last 12 months
- [ ] Financial model with every assumption labelled
- [ ] Bank statements for the last 12 months
- [ ] GST returns and income tax filings

PRODUCT

- [ ] Product demo or a short walkthrough video
- [ ] Technology overview
- [ ] Product roadmap
- [ ] Data privacy and security policies

BUSINESS

- [ ] Latest pitch deck
- [ ] One page summary
- [ ] Key metrics sheet with how each metric is defined
- [ ] Customer list with revenue by customer
- [ ] Sales pipeline with stage and value
- [ ] Pricing and unit economics

LEGAL

- [ ] Material customer and vendor contracts
- [ ] Office lease or rental agreement
- [ ] Licences and registrations
- [ ] Trademarks and IP assignment from founders
- [ ] Any notices, disputes or litigation

TEAM

- [ ] Organisation chart
- [ ] Founder and leadership profiles
- [ ] Founder agreement
- [ ] Employment and consultant agreements
- [ ] Hiring plan for the next 18 months