

## DOCUMENTATION CHECKLIST

### A. For Corporate Co-investors

Document	Format
<p><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 management team joint work, examples of investments and divestments already performed, detailing the ones that fall within the scope of the Sustainable Development Goals.</p>	PDF
<p><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.</p>	PDF
<p><b>Tax Clearance Certificate</b> (or issued by an equivalent entity), valid at the date when the application is submitted and at the date when the investment/shareholder agreements are signed (When the Co-investor's investment vehicle is a Fund, this document must apply both to the Management Entity and to the Fund).</p>	PDF
<p><b>Social Security Clearance Certificate</b> (or issued by an equivalent entity), valid at the date when the application is submitted and at the date when the investment/shareholder agreements are signed - (Although the investment vehicle of the Co-investor is a Fund, this document should only apply to the Management Entity).</p>	PDF
<p><b>Document proving</b> that the Co-investor is an incorporated entity - (When the investment vehicle of the Co-investor is a Fund, this requirement applies both to the Management Entity and to the Fund).</p>	PDF

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AN INITIATIVE:



CO-FINANCED BY:



## B. For Individual Co-investor

Document	Format
<b>Presentation</b> of the Co-investor, which should mention, among other aspects, the following: history, examples of investments and divestments already performed, detailing the ones that fall within the scope of the Sustainable Development Goals.	PDF
<b>CV</b> of Co-investor.	PDF
<b>Tax and Social Security Clearance Certificate.</b>	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

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## D. For Beneficiary Companies

Document	Format
<p><b>Business plan</b> supporting the investment decision that should mention, among other aspects:</p> <ol style="list-style-type: none"> <li>i. Executive Summary;</li> <li>ii. Identification of the Sustainable Development Goals of the United Nations Agenda 2030 addressed by the project, detailing the relevant second level goals and justifying the references made;</li> <li>iii. Identification of the social and societal problems and needs unsatisfied that are addressed by the project, referring their level of negligence and importance;</li> <li>iv. Market description;</li> <li>v. Description of the product/service and, in case it is considered innovative, justification for such qualification;</li> <li>vi. Impact of the project on the community and identification of its scalability potential and sustainability;</li> <li>vii. Number of jobs to be created by the project and its annual breakdown;</li> <li>viii. Number of local/regional partners involved in the project (social sector entities, companies, incubators, accelerators, other investors, such as social impact investors, Social Investment Funds) not necessarily, current or future, shareholders of the Final Beneficiary;</li> <li>ix. Cap table of the Final Beneficiary, before the investment operation and at the moment of each investment flow (including the estimated date, if applicable), detailing the amounts to be invested as equity (share capital, issue premium, supplementary contributions, ancillary contributions, convertible bonds, others) and as debt (shareholders' loans, senior debt, others). The cap table shall include the percentage of share capital and voting rights hold by each shareholder of the Final Beneficiary;</li> <li>x. Expected amounts and timings of new investment rounds (if applicable);</li> </ol>	<p>PDF</p>

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<ul style="list-style-type: none"> <li>xi. Financial projections for a minimum of 5 years (Balance Sheet, Profit and Loss Statement, Cash Flow Statement, and Investment Statement for Capex) and IRR of the project;</li> <li>xii. Source and Application of Funds Statement;</li> <li>xiii. Pre-money and post-money Valuation;</li> <li>xiv. Exit strategy;</li> <li>xv. Governance (including the member's identity) of the Beneficiary Company;</li> </ul>	
<p><b>Positive feedback</b> from Portugal Social Innovation Mission Unit (EMPIS) concerning the recognition of the project as a Social Innovation and Social Entrepreneurship Initiative</p>	PDF
<p>Financial and Legal <b>Due Diligence</b> (and others whenever they exist)</p>	PDF
<p>Draft of the <b>Investment Agreement and Investment Term-Sheet</b> (to be presented until FIS' decision 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's submission (if applicable)</p>	PDF
<p><b>Tax and Social Security Clearance Certificate</b> valid at the date when the application is submitted and at the date when the investment/shareholder agreements are signed</p>	PDF
<p><b>Signed Financial Reports</b> for the last 3 years, including the Audit Report, when applicable</p>	PDF

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

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

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