



Emerging Technology Fund Pre-application Subchapter D – Incentives for Commercialization

Due Diligence Preparation

Documentation:

Due diligence preparation begins when an applicant submits their application. To prepare for this process we encourage all applicants to begin compiling the following documentation:

- Articles of Incorporation and all amendments to date
- Bylaws, as currently in effect
- Stock records and transfer books
- Any offering circulars (PPMs, prospectuses, et cetera)
- Loan Agreements (including promissory notes)
- Subscription Agreements and/or Stock Purchase Agreements
- Resumes (to include biographical data and work history) for all management team members
- All employment agreements
- All consulting agreements
- All license and assignment agreements
- All development agreements
- Letters of intent
- Most recent financial statements
- Most recent financial models (to include budgets and projections)
- Any other documents or information which, in your judgment, are significant with respect to any portion of the business of the Company

The following templates will need to be completed prior to the Austin Presentations. These templates are available for download at our website, www.riotechfund.com.

- One Page Project Description
- Management & BOD Table
- Project IP Status
- Project License Status
- Cap Table
- Capital Sources & Uses
- Project Milestone Analysis
- Projected Contract Milestones

Management Team:

The business histories of management team members will be checked through the Secretary of State and Comptroller. Any outstanding items can be cleared by contacting:

The Office of the Comptroller
Franchise Section
(512) 463-4402

We recommend that the business team be proactive in clearing up any outstanding issues before the application is submitted and local presentations begin. The ETF Advisory Committee will not approve proposals which include a member with any outstanding items.