



# Pre-IPO Governance Checklist

## Implementing Good Governance at Every Stage of Growth

All companies start small. But not all companies complete the journey from launch to IPO. With the right tools and processes in place, however, it's a journey that doesn't have to end early. Good governance practices are central to continued, steady growth, even for seed stage companies just starting out.

Having the right technology in place will lead to greater sustainability and success at every stage.



### Get ready for your first round of funding

There's a lot to get a handle on early. You need to adeptly manage your cap table, compare term sheets as you fundraise and understand how new funding will dilute you. At this stage, technology-enabled best practices can help you to:

- Compare term sheets from investors
- Understand dilution
- Manage cap tables
- Model different scenarios

**Diligent's LAUNCH package can help show investors you're for real**



### Grow headcount without the headaches

As your company continues to grow, you must be capable of meeting new demands, with a particular focus on option administration. As you bring on employees, utilizing governance technology can help:

- Administer options
- Manage options grants and board approvals
- Model exit scenarios
- Create customizable vesting schedules
- Generate ASC 718 reporting

**Diligent's GROWTH package offers scaling tools that give you options**



### Scale your governance practices smoothly

As your company scales and prepares to go public, governance demands will become more pressing. Modern governance technology can help:

- Enable employees to access their options
- Manage board meetings and meeting minutes, even remote or hybrid meetings
- Access a diverse pool of top talent to recruit independent directors
- Securely share sensitive documents with potential investors in a dedicated data room

**Diligent's SCALE package helps you to scale with stability**



### Expedite your IPO

Having the right tools in place can make all the difference when it comes to making a smooth exit. As your company readies itself to go public, you will face a number of new regulatory hurdles. Governance technology is critical and makes the IPO process easier by helping to:

- Manage entity data
- Simplify SOX compliance
- Provide proof of accurate financial reporting
- Communicate securely about deal-related matters
- Meet investor expectations
- Design executive compensation plans with confidence
- Enable D&O questionnaires
- Access market intelligence and benchmark against peers

**Don't let compliance mistakes stall your exit – Diligent's IPO READY package can help**



As you continue forward on your path to IPO-readiness, it pays to have a single provider who can meet all your governance needs as they become more complex. Whether you have 10 employees or 10,000, our governance solutions are built to support you every step of the way.

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## About Diligent

Diligent is leading the way in modern governance and is relied on by more than 25,000 organizations and 1,000,000 leaders in over 90 countries. Diligent empowers leaders to turn governance into a competitive advantage through unparalleled insight and highly secure, integrated SaaS applications. Thrive and endure in today's complex global landscape with Diligent.

Learn more and explore our solutions at [Diligent.com](https://Diligent.com)

**95%** Client  
Retention Rate

**\$15m** in 2019 R&D  
Spend

**24/7/365** Award-Winning  
Support