

# IPO Data Room Checklist

InvestorDataRooms • IPO readiness workspace

## IPO Readiness Checklist

We've put together a practical pre-IPO data room checklist to help your team prepare the core document sets investors, exchanges, and regulators will expect to see. Use it with your advisors as you build and maintain your IPO virtual data room.

### 1 Prepare financial documents

- ☐ Audited financial statements (3–5 years)
- ☐ Interim financial statements
- ☐ Pro forma financial information
- ☐ Financial models and forecasts
- ☐ Key financial KPIs
- ☐ Debt and credit facilities
- ☐ Subsidiary / affiliate financials (optional)
- ☐ Accounts receivable / payable schedules (optional)

## 2 Prepare legal & corporate

- ☐ Articles of incorporation and bylaws
- ☐ Shareholder agreements
- ☐ Capitalization table
- ☐ Subsidiary and group structure
- ☐ Material commercial contracts
- ☐ Litigation and disputes
- ☐ Insurance policies (optional)

## 3 Prepare governance & management

- ☐ Board and committee minutes
- ☐ Board charters and policies
- ☐ Management bios
- ☐ Internal control and risk reports (optional)
- ☐ Whistleblower and ethics policies (optional)

## 4 Prepare operational & business

- ☐ Business plan and strategy
- ☐ Market research and competitive analysis
- ☐ Key operational KPIs
- ☐ Key customer and partner list
- ☐ Supply chain and vendor overview (optional)
- ☐ Real estate and facilities (optional)

## 5 Prepare tax & regulatory

- ☐ Corporate tax returns
- ☐ Tax audits and correspondence
- ☐ Indirect tax documentation (optional)
- ☐ Regulatory licenses and permits
- ☐ SEC or local securities filings
- ☐ Environmental, health & safety documentation (optional)

## 6 Prepare ip & technology

- ☐ Patents, trademarks, and copyrights
- ☐ Software and technology documentation (optional)
- ☐ Licensing and royalty agreements
- ☐ Open-source software compliance (optional)
- ☐ Information security reports

## 7 Prepare hr & equity

- ☐ Organisational charts
- ☐ Key employment agreements
- ☐ Equity incentive plans
- ☐ Compensation and benefits overview (optional)
- ☐ Labour and union matters (optional)

## 8 Prepare esg, risk & compliance

- ☐ Risk registers and mitigation plans (optional)
- ☐ ESG and sustainability reports (optional)
- ☐ Privacy and data protection documentation
- ☐ Compliance programmes (optional)

## 9 Prepare roadshow & investor materials

- ☐ IPO investor presentation
- ☐ Analyst and investor Q&A; (optional)
- ☐ Equity story and messaging documents
- ☐ Press releases and media kit (optional)

This checklist is for general information purposes only and does not constitute legal, tax, or financial advice. Work with your legal counsel, auditors, and investment bank to confirm the specific IPO and disclosure requirements for your company and listing venue.