

# **DSCEU - Governance and Compliance Due Diligence Preparation - Checklist**

## **Before You Start**

This checklist supports Governance and Compliance Due Diligence Preparation. The goal is to gather records first so the online intake can be completed without stopping.

- Set aside 30-60 minutes (longer for multiple entities or owners).
- Create a folder named Governance\_Compliance\_Due\_Diligence and add the subfolders listed in the File Naming download.
- Scan paper documents into clear PDFs and combine multi-page documents into one PDF when possible.

## **Entity and Status Records**

Gather these for each entity in scope:

- Formation filing (articles/certificate).
- Annual report / statement of information / good standing proof (if available).
- Registered agent details and principal address.
- EIN letter (CP 575) or IRS 147C confirmation.

## **Governance and Authority**

Gather governance documents and authority proof:

- Bylaws (corporation) or operating agreement (LLC).
- Organizational resolutions and banking resolutions (if any).
- Minutes (if any) and appointment letters for officers/managers/directors.
- Bank resolution packet and signatory matrix (or bank-provided format).

## **Ownership Evidence**

Gather documents that prove who owns what:

- Share ledger and certificates (corporation) or membership ledger and certificates (LLC).
- Cap table or ownership spreadsheet (if maintained).

- Buy-sell or transfer restriction documents (if applicable).

### **Bankability and Compliance Support**

Gather items that frequently affect onboarding and reviews:

- Any KYC requests, decline notices, or exception reasons from banks or processors.
- DBA filings and license approvals/renewals (if applicable).
- Disclosures, scripts, complaint handling SOPs, and related compliance records (if applicable).

### **Uploads by Step (Matches the Online Form)**

Use these upload steps to organize your files:

- Entity Records Upload: formation, annual report/good standing, EIN, governance docs, resolutions/minutes.
- Ownership Evidence Upload: ledger, cap table, certificates, subscriptions.
- Compliance Supporting Records Upload: licenses, DBA, KYC requests, tax notices, disclosures, scripts, SOPs.
- Underwriting and Financial Upload: statements, merchant statements, P&L;, cash flow, debt schedule (only if requested).

### **File Size Rule**

If a PDF is too large to upload (common limit is 20MB), compress or split the PDF.

If it still fails, email the PDF to [sirmalcolm@dsceu.com](mailto:sirmalcolm@dsceu.com) with a clear subject that includes the page name and upload step.