

DSCEU - Governance and Compliance Due Diligence Preparation - File Naming Format

Folder Names

Create one folder and these subfolders before you start the Governance and Compliance Intake.

Governance_Compliance_Due_Diligence

1_Entity_Filings

2_Governance_Documents

3_Ownership_Ledger

4_Banking_KYC

5_Tax

6_DBA_Licensing

7_Financials_Underwriting

8_SOPs_Disclosures_Scripts

9_Other

Simple File Naming Format

Use this format so files sort cleanly and are easy to find:

- Format: EntityName_DocumentType_YYYY-MM
- Use consistent document types (Articles, AnnualReport, EIN, Bylaws, OperatingAgreement, Ledger, SignatoryMatrix).

Examples

EntityName_ArticlesOrCertificate_YYYY-MM.pdf

EntityName_AnnualReport_YYYY.pdf

EntityName_EIN_CP575_or_147C.pdf

EntityName_Bylaws_or_OperatingAgreement.pdf

EntityName_Resolutions_Minutes.pdf

EntityName_OwnershipLedger.xlsx

EntityName_BankResolution_SignatoryMatrix.pdf

EntityName_DBA_Filing.pdf

EntityName_License_Approval_or_Receipt.pdf
EntityName_BankStatements_12Months.pdf
EntityName_MerchantStatements_12Months.pdf
EntityName_PL_YTD.pdf
EntityName_CashFlow_Monthly.pdf