

DSCEU - Reverse Merger Due Diligence Preparation - File Naming Format

Folder Names

Create one folder and these subfolders before you start the Reverse Merger Due Diligence Intake.

Reverse_Merger_Due_Diligence

1_Entity_Filings

2_Ownership_CapTable

3_Governance_Authority

4_IP_Goodwill

5_Contracts

6_Banking_KYC

7_Financials_Underwriting

8_Royalty_Module

9_Other_Notes

Simple File Naming Format

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

- Format: ProjectName_Party_DocumentType_YYYY-MM
- Party values: AcquirerNV (Nevada buyer/holdco), TargetFL (Florida target/opco).

Examples

ProjectName_TargetFL_ArticlesOrCertificate_YYYY-MM.pdf

ProjectName_TargetFL_AnnualReport_YYYY.pdf

ProjectName_TargetFL_EIN_CP575_or_147C.pdf

ProjectName_TargetFL_Bylaws_or_OperatingAgreement.pdf

ProjectName_TargetFL_Resolutions_Minutes.pdf

ProjectName_TargetFL_CapTable.xlsx

ProjectName_AcquirerNV_Articles_YYYY-MM.pdf

ProjectName_AcquirerNV_RegisteredAgent_Receipt.pdf

ProjectName_AcquirerNV_BankResolution_SignatoryMatrix.pdf

ProjectName_IP_Assignment_Schedule.xlsx

ProjectName_Contracts_MaterialContracts_List.xlsx

ProjectName_BankStatements_12Months.pdf

ProjectName_MerchantStatements_12Months.pdf

ProjectName_PL_YTD.pdf

ProjectName_CashFlow_Monthly.pdf

ProjectName_DebtSchedule.xlsx