

	Founding	Seed	Maturity	Realisation / Liquidation
Corporate	<ul style="list-style-type: none">▪ Constitution (Memorandum and Articles of Association).▪ Shareholders / Founders Agreement (with share vesting, share transfer restrictions, exit mechanism, management rights, decision making, voting and reserved matters?).	<p>In addition to those under Founding:</p> <ul style="list-style-type: none">▪ Statutory filings; annual returns (c.f. Companies Act).▪ Corporate resolutions & minutes of meetings of shareholders/members and Board of Directors (including dividend declarations, share allotments, change of directors/shareholders, significant transactions).▪ General Meetings: Annual General Meetings / Extraordinary General Meetings.▪ Authorisation letters / powers of attorney.▪ Corporate governance: directors' / fiduciary duties (c.f. Singapore Code of Corporate Governance).▪ Tax: c.f. Income Tax Act, Goods and Services Tax Act.	<ul style="list-style-type: none">▪ Liquidation: voluntary/involuntary members/creditors liquidation/winding-up (c.f. Companies Act, Insolvency, Restructuring and Dissolution Act 2018).▪ Alternatives to liquidation in insolvency: debt restructuring / scheme of arrangement / judicial management.▪ Consider in insolvency settings: directors' conduct (breach of fiduciary/directors' duties; wrongful trading; fraudulent trading), setting aside transactions (undervalue, unfair preference, post-application disposition).	
Financing / Fundraising	<ul style="list-style-type: none">▪ Capital for equity (founders, angel investors, venture capital).▪ Convertible loan.▪ Simple Agreement for Future Equity (SAFE).▪ Simple Agreement for Future Tokens (SAFT).▪ Incubator/accelerator.▪ Grants.▪ Crowdfunding.	<ul style="list-style-type: none">▪ Equity (Seed to Series A, B, C, etc.): investment / share subscription agreement + shareholders agreement (ordinary or preference shares for investors). Query valuation and shareholder/investment terms.▪ Loan / convertible loan agreement.▪ Due diligence for investments: non-disclosure agreement (NDA), disclosure letter (disclosed exceptions to warranties and representations), investment term sheet.▪ Listed bonds, debentures.▪ Credit facility with/without security (fixed/floating charges, mortgages, assignment of receivables, pledges, liens, guarantees) from banks/financial institutions; facility agreement, security agreement/deed, corporate legal opinion.▪ Digital token sale agreement / tokenised securities.▪ Consider regulations on offer of investments under Securities and Futures Act (SFA): 'safe harbour' prospectus exemptions vs prospectus requirements.	<ul style="list-style-type: none">▪ Listing: Initial Public Offering (IPO) / public listing on stock exchange: prospectus (c.f. SFA, SGX Listing Rules).▪ Merger / acquisition: share or asset sale agreement (Singapore Code on Take-overs and Mergers, Competition Act 2004).	

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Commercial	<ul style="list-style-type: none"> ▪ Service / supply of service agreement with customers. ▪ Sale / supply of goods agreement with customers (c.f. Sale of Goods Act). ▪ Non-Disclosure Agreement (NDA). ▪ Supplier / vendor terms and conditions; purchase order terms. ▪ Subcontractor agreement. ▪ Terms and conditions of use (website/platform/application). ▪ Dealing with consumers: Consumer Protection (Fair Trading) Act, Unfair Contract Terms Act. ▪ Lease/tenancy agreement (for property/office leases). ▪ Property sale and purchase agreement (c.f. Conveyancing and Law of Property Act). ▪ Equipment lease/purchase agreement. ▪ Intellectual Property (IP) protection/registrations: copyright, trade marks, patents, registered designs, geographical indications. ▪ IP assignment or licence agreement. ▪ Software development / software licence / software as a service / end user licence agreement. ▪ Distributorship / agency / franchise / licence agreement. ▪ Joint ventures: joint venture agreements; forming subsidiaries. ▪ Acquisitions: share or asset purchase agreement. ▪ Marketing / business referral agreement. ▪ Commercial disputes: unpaid debts / breach of contract or duty / IP infringement (including protection of goodwill / business reputation—defamation, passing off): letters of demand, litigation, arbitration, mediation, settlements/compromise. 			
Human Resources	<ul style="list-style-type: none"> ▪ Employment contract and employment handbook/policies (consider restrictive covenants/non-compete/non-solicit obligations, confidentiality obligations.) ▪ Legislation: Employment Act, Employment of Foreign Manpower Act, Workplace Safety and Health Act, Work Injury Compensation Act, Immigration Act, Foreign Employee Dormitories Act, Employment Claims Act, Industrial Relations Act, Retirement and Re-employment Act, Trade Disputes Act, Trade Unions Act, Child Development Co-Savings Act; Central Provident Fund Act, Income Tax Act (IR8A filings). ▪ Independent contractor / contract for service / consultant or advisor agreement (consider intellectual property ownership rights / assignment). ▪ Director agreement. ▪ Employee Share Option Scheme plans (ESOP/ESOW) / Restricted Shares Scheme / Phantom Share Scheme: ESOP/ESOW plan terms, share option award letter, option exercise letter. ▪ Termination letters/agreements. 			

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Regulatory	<ul style="list-style-type: none"> ▪ Licences for operation of regulated business? E.g. financial/payment services, food, media, manufacturing, medical/legal/accounting. 	<ul style="list-style-type: none"> ▪ Personal data (c.f. Personal Data Protection Act 2012 (PDPA); EU General Data Protection Regulation (GDPR)) – applies to all personal data including customers and employees: internal & external privacy policy and procedures; PDPA compliance training; appointment of Data Protection Officer. ▪ Business conduct regulations/licensing conditions/compliance requirements. ▪ Anti-trust/competition: Competition Act. ▪ Environmental Protection and Management Act. 		