

# **Client Handbook**

## **Table of Contents**

Welcome  
Client Selection Criteria  
Client Entry Procedures  
Client Graduation/Exit Procedures  
Client Assistance Program  
Business Development Partners/Programs  
Facilities and Security  
Office Support Services Incubator House Rules  
Appendix: Client Forms

## **Welcome**

Welcome to the Centre for Innovation & Business Acceleration (CIBA). It is our objective that, as a client of the CIBA, you will attain your goals for success in establishing and growing your business venture. The Incubator is here to assist you. We encourage you to take advantage of the business and technical services and support offered to Incubator clients.

The purpose of this handbook is to inform you, the client, of the policies and procedures of CIBA, which are not delineated in the formal lease agreement. Further questions and requests for special services can be directed to Incubator personnel. This manual will be revised periodically as required.

We welcome any suggestions and ideas on how the Incubator may better serve you. We look forward to support in your business. We attribute the success of CIBA to the success of our incubatees.

## CLIENT SELECTION CRITERIA

- Potential incubatee should fulfill the objectives of the incubator and the outputs with which it will be measured for performance
- Client at early stage. Less than two years of concept development, proof of concept, pre-feasibility stage if idea is break through or on virtual mode
- Later stage companies will be considered only on royalty sharing.
- Should realise the need for management team, able to benefit from opportunities given by Incubator and its network affiliation
- Should create economic benefits
- Innovation potential, international focus and level of commitment

Entry criteria will take into account:

1. The founder(s) of the company (or potential company) in terms of their level of commitment, their entrepreneurial profile and capability;
2. The management team and the complementarities demonstrated within this team (i.e. gathering relevant and complementary backgrounds, expertise and experience);
3. The market opportunity, demonstrated through a thorough knowledge and understanding of the market, notably the competitors;
4. The potential financial viability, notably through the business model adopted and the potential to develop a product portfolio;
5. The stage of the business (pre-sales; post-sales; growth)
6. The investment potential if investment is required; the ability to pay for rent and services
7. The social capability or the ability to build social capital, such as a business network;
8. The industry sector, if the incubator focuses in specific sectors; and
9. Potential to have economic impact e.g. jobs; relevant products/services

10. A quality management team, or the willingness to build one;
11. A business opportunity with high growth potential;
12. The innovativeness of the product/service
13. An opportunity for which finance can be sought, or adequate financing is already in place;
14. Intellectual property protection strategy;
15. No detrimental environmental or social impact.
16. Need for incubator assistance – not simply “cheap space”;
17. Legal compliance - businesses must comply with relevant legislation;
18. Openness to give up equity or to enter into a royalty agreement if this is a part of the business model;
19. Internal compatibility – not competition but collaboration with existing incubator tenants

# CLIENT ENTRY PROCEDURE

## **Admissions Process**

The Incubator admissions process consists of the following steps:

1. Submission of application.
2. Primary evaluation of application by Incubator staff
3. Submission of Due Diligence Documents.
4. Submission of Business Plan
5. Company presentation to selection committee.

## **Client Entrance Procedures**

After notification of acceptance to the Incubator program, clients should complete the following steps with assistance from the Incubator staff depending on client status - Onsite, Offsite or Virtual.

**Onsite** clients are located in the Incubator facility who pay a monthly rental.

**Offsite** clients have their own office / laboratory space and pay a monthly fee for access to all business development, education and networking assistance provided by the Incubator, in addition to access to Incubator conference rooms and equipment (upon request).

**Virtual** clients are not yet ready to take residence in the Incubator for any one of a number of reasons. They pay a fee for the incubator services availing.

## **For All Clients**

Completion of "Access Card Request" form (See Appendix)

Completion of "New Clients Needs Assessment" form if space is required (See Appendix)

Read and submit completed "Agreement Form" for Client Handbook

Participation in an Orientation Session with the Manager (includes tour of facilities, introduction to staff, explanation of program and expectations)

Submission of a business plan

### **Onsite Clients Only:**

Completion of "Client Space Application" form if space is required (See Appendix) Sign lease for Incubator space and make payment for one (1) month's rent and a security deposit equal to one month's rent.

### **Offsite Clients Only:**

Completion and submission of a Virtual or Off-Site Client Agreement Payment of one month's subscription fee for services

### **Client Requirements**

All clients, regardless of tenancy status, are expected to adhere to the following requirements:

Clients will *actively* participate in the Incubation Program (including workshops, seminars, business advising services, etc.), and outside Incubator events and promotional opportunities.

Clients will participate in regular meetings with an assigned advisor to track progress toward business development goals. Clients are expected to follow-through with actions resulting from advisor meetings and to demonstrate progress according to guidelines established with the business advisors

The CIBA will hold in confidence information provided by the clients and will not release any information without permission.

Clients will update Incubator staff of personnel changes and changes in contact information within a week of the change using the "Client Contact Information Update" form (See Appendix).

### **Client Review Procedures and Guidelines**

A company is initially offered One year occupancy at CIBA. A company may be offered additional time beyond the initial period, per approval by Incubator management. However, the additional time shall not exceed a twelve-month period. Post incubation support programmes are also provided by CIBA.

Periodic reviews of each CIBA client will be conducted, with the intent to analyze the company in terms of the following characteristics:

1. Adequacy of the space and utilities to meet the company's changing needs
2. Growth potential of the company
3. The company's need for and use of Incubator services
4. The company's capacity to meet objectives as described in its business plan, operations outline and timeline
5. The company's relationship with others involved in the Incubator

# **CLIENT GRADUATION / EXIT PROCEDURES**

## **Client Graduation / Exit Guidelines**

The following criteria will be used in determining when an Incubator tenant is ready to move out of the Incubator. No single criterion is used to make the decision. Rather the criteria are used as guidelines to evaluate the success of the tenant's business:

The client has reached a staff level of 10 or more employees.

The client gross annual income exceeds 1.5 crore.

The client exceeds the space available.

The client has been in the program for 1 year.

The client is acquired by a larger corporation

The client makes a successful public stock offering

A tenant may be asked to leave the Incubator for any number of reasons, including but not exclusive to:

The tenant has violated terms of the lease or this handbook

The tenant is not meeting goals established by client and business advisor

The tenant's business focus no longer meets qualifications for Incubator tenancy

Any other condition as decided by the Board of Governors

## **Client Graduation / Exit Procedures**

Upon determination that a client company should exit the Incubator program or should graduate, the following steps may be taken:

- The technology transfer could be looked into in association with government approved bodies on request from the client.
- All client billings will be reviewed to be sure payments are up to date. If not, the company will be expected to pay all invoices in full before leaving the Incubator.
- The deposit initially paid by the company for any space leased will be used to cover any necessary repairs or cleaning.
- All company belongings are to be removed from the Incubator facilities.
- Some alterations made to the leased space may be required to be returned to original condition at the discretion of Incubator management.
- All access cards and other keys provided are to be returned to the Administrator or Receptionist. New contact information for the company is to be provided to Incubator staff.

# CLIENT ASSISTANCE PROGRAM

## **Areas of Assistance**

As each CIBA client company is unique, our program is tailored to meet the needs of our individual clients. Please contact a member of CIBA staff for assistance with any needs you have. CIBA advises early-stage, high-risk companies and provides the necessary assistance to make their innovative or technology-based ventures succeed.

Areas of assistance include, but are not limited to the following:

### **Mentoring and Advisory Services**

Upon acceptance to the Incubator program, a Mentoring Team may be assembled for a client company. Team members will be drawn from the Incubator staff, members of the Incubator Advisory Board, representatives of partner organizations and other professional organizations in the community.

The responsibility of the Mentoring Team will be to meet regularly with the company to review business development progress and advise on strategies and tactics to achieve business development goals. Referrals will be made to relevant professional advisors and other sources of business and technical assistance.

Regular feedback will be provided by the Team to Incubator management regarding the company's progress and needs.

### **Finances & Accounting**

Assistance with budgeting, tax and reporting issues can be provided by appropriate Incubator recommended organizations.

Capital needs, possible sources for obtaining capital, timeframe, structure of deals, and alternatives will be discussed by the company, Incubator management, the Mentoring Team and other advisors. These issues may call for strategy brainstorming sessions to be carried out with appropriate advisors.

### **Public Relations & Marketing**

If additional PR support is needed, referrals will be given to Incubator approved/affiliated organizations. Assistance is available for selection of agencies.

Assistance in marketing/public relations strategy development

Creation and development of Web sites, brochures and other collateral material is available in limited scope. If additional support (graphic design, printing, hosting, etc.) is needed, referrals will be given to Incubator approved/affiliated organizations. Assistance is available for selection of agencies.

Clients are encouraged to promote their participation in the Incubation Program. However, the use of the Incubator name and/or logo in any public release requires prior approval by the Incubator manager.

### **Technology**

Incubator management, the Mentoring Team and other business service providers will review intellectual property strategy. If it is not in place or needs attention, advisors will provide direction to client companies in this area and help to identify resources and/or professional assistance.

Potential sources of assistance for development for prototypes or proof of concept could be provided.

### **Sales**

CIBA advisors could assist clients in developing sales strategies and understanding the sales process.

### **Education and Networking Events**

The Incubator will offer an ongoing series of seminars and workshops on topics relevant to early stage companies and business development from time to time.

### **Office Operations**

The CIBA provides all clients with a business address, Internet connection, limited assistance with networking and IT, and conference and meeting rooms. The following services like Shared office equipment (fax, laser printer, copier), food processing laboratory / facility, testing lab, Miscellaneous equipment, Resource library are also provided to the clients.

For more details the potential incubatee is advised to meet the manager and discuss the benefits associated with joining CIBA.



# **FACILITIES & SECURITY**

## **CIBA Office Hours**

CIBA staff office hours are from 9:00 a.m. to 5:00 p.m., Monday to Friday. The offices will be closed on public holidays; however clients will have access to the facilities offered to them on all days.

## **Facilities:**

### **Office Space**

The Incubator will assign space/cubicles to incubatees based on need and availability.

CIBA lease agreement must be signed by a client when availing incubatee space. First month's rent and a deposit equal to one month's rent are required to be paid upon lease signing. Rent payments are due on the 1<sup>st</sup> of each month. Only, high-speed data lines and janitorial services are in the lease.

The Incubator will provide internal signage for designation of individual offices and labs.

### **Office Furnishings**

Tenants will be provided basic office furniture (desks, chairs and storage unit)

### **Telephones**

Tenants are provided with telephone set for the intercom facility along with a copy of list of numbers for intercom. Outside calls could be made through reception and the same would be billed on actuals.

### **Conference Room Facilities**

A conference facility is provided for client use. The facility is fully equipped with A / V system which includes LCD Projector, TV screen, Internet connectivity, and Sound Systems.

All conference rooms are available on a first-come first-served basis. Please leave the reserved room as you found it. Return all furniture to its original location. Leave all equipment as you found it, dispose of all trash in the provided wastebaskets or designated areas, and clear the white boards.

**Janitorial Services**

Janitorial service will be provided for the tenants' offices excluding labs and production areas. Routine janitorial services include mopping, cleaning trash and light cleaning will be done periodically. If additional assistance is needed, please contact the Incubator Facilities Manager.

**Safety**

The Incubator facility is equipped with a fire alarm system. In the event of an emergency the fire department can be reached by dialing 108. If the alarm sounds please evacuate the building immediately.

**Security**

All Incubator facilities are secured through access card readers. The Administrator issues the access cards. Keys are not to be copied by the client. Additional copies are to be obtained from the Administrator upon completion of the "Key Request Form" and will be charged accordingly.

Incubatees will have access to front door and their respective cubicles only. In case of emergency a Master Key is available with the manager.

Only two cards will be provided to each incubating company. Extra cards may be issued on special request at a charge of Rs 300/- per card.

Incubator client companies are responsible for returning keys and access cards to Admin Office when incubates leave or when facilities are vacated.

Please note that the complex is patrolled by guard dogs between 8.30 pm to 6.00 am and hence security at the entrance of the campus will have to be informed in case you need to move in or out of complex during these hours.

CIBA is under CCTV surveillance. No external people other than the Incubatee should be allowed in the cubicle beyond the normal working hours.

**Repairs & Maintenance**

If an Incubator client becomes aware of a facility repair or maintenance need or a hazardous situation, a "Repair/Maintenance Request" should be completed and submitted to the Admin Office for the facility. Those needs that are particularly urgent and may result in dangerous situations for employees / incubatees or damage to the premises should be brought to the attention of Incubator staff as soon as possible and will be given priority.

**Parking**

Parking near the entrance is reserved for the CEO or VIPs, and hence no vehicle should be parked even if the space is not utilized.

The Parking is available near the gate at security office or in the parking lot in between CIBA and Polytechnic or in front of the lawn area of CIBA.

**Library**

Library facility is available at CIBA for Incubatees. Requests for books can be made to the Library – in – charge. All books borrowed should be returned in time and in good condition failing which a fine will be levied.

# **Office Support Services**

## **Telephone Service**

As a tenant at CIBA, you are equipped with an Intercom facility phone. Any Phone calls to be made through landline could be done through the reception and would be charged for the same as actuals.

## **Fax**

Fax facility is available at the CIBA office and it can be used by incubates to receive and send fax. Please intimate the reception for receiving and sending the fax. The clients can receive upto 10 fax copies per month for free and thereafter would be charged at the rate of Rs.2/- per page received. All clients can send Fax at the rate of Rs. 2/- per page and for sending faxes outside the state STD call charges will be charged as applicable.

## **Local Area Network**

CIBA incubatees will have access to the local area network for Internet and shared equipment access. This service is included in the rent. Excessive use, as defined by connections / bandwidth, may warrant installation of additional equipment at the expense of the tenant.

If incubatee is operating computer equipment with external access, they must register equipment with the Admin office.

## **Laser Printer/Copier**

A laser printer is located at CIBA. Clients requiring prints can request the reception for prints. Printouts/copies will be charged @ Rs. 1/- for A4 & Rs. 2/- for legal size. All requests for printouts/copies should be made in writing at the reception.

## **Promotional Display**

Directories are displayed in the reception area of each facility listing tenant companies. Brochure displays will also be maintained at the reception area for those companies wishing to provide promotional material.

# INCUBATOR HOUSE RULES

To help the Incubator run efficiently and to make sure it is a safe and creative space for all tenants, clients are required to comply with the following rules:

1. The sidewalks, entrances, and passages or hallways in the common areas of the CIBA shall not be obstructed by any tenant or used for any purpose other than ingress and egress and for temporary moving routes at times approved by Incubator management.
2. Toilets, wash-basins, and other plumbing fixtures will be used responsibly and for their intended purpose. No coffee grounds, lunch or snack remains, sweepings, rubbish, rags, paper towels, or other non-intended substances shall be flushed or washed down drains. All damages resulting from any misuse of plumbing fixtures shall be borne by the tenant who, or whose employees, customers, visitors, or invitees caused the damage.

**NOTE:** If a tenant is having problems with or observes broken fixture, please notify the Incubator staff promptly so it may be corrected.

3. No cooking will be done in any portion of the facility, except for microwaves, and coffee/tea service.
4. No canvassing, general solicitations, or distribution of political, religious, or cause literature will be permitted.
5. Tenants cannot hang pictures on walls in their office. No offensive displays will be permitted in Incubator facilities.
6. In general, the tenant will not permit unusual or loud noises and/or odors to be produced in their space if such noises/odors offend or disturb other occupants of the Incubator.
7. Tenants will not permit duplicate keys to be made for their access doors.
8. Tenants will provide reasonable cooperation with the Incubator staff.
9. Tenants will be responsible for providing supervision of any moving operations that may involve common areas of the Incubator, and will be liable for any losses and/or damages that result from such activities and/or from tenant's failure to provide such

supervision. Moves will be coordinated in advance with Incubator staff to minimize interference with other Incubator activities.

10. Leased premises will not be used for lodging or over-night occupancy.
11. Leased premises will not be used for storage of personal belongings, vehicles, or any items not used in the operations of the tenant company.
12. No firearms, intoxicating drugs, explosives, fireworks, flammable, radioactive, or potentially contagious/hazardous materials will be permitted in the Incubator.
13. Appropriate dress is required, consistent with a business atmosphere.
14. As representatives of the Incubator, Clients are expected to maintain appropriate behavior and standards at all times. Actions or behavior deemed, by Incubator Management, to be damaging to the image or reputation of the Incubator will be cause for immediate termination of the lease agreement and eviction from the Incubator.
15. Please ensure all electrical appliances, lights & AC has been switched off before leaving the Cubicle for the day. If it is noticed that the lights or AC is left on when the cubicle is not occupied or overnight then the incubatee is liable for a fine on hourly basis.
16. No eatables are allowed in the Cubicles. Incubatees can make use of the Cafeteria for meals. Tea/coffee are available for sale along with snacks and ready to eat foods. The price list for such items is available in the Cafeteria.
17. Incubatees will have to obtain prior permission for using the Meeting room, Conference Room, Class Room and other facilities at the Centre, Such requests can be submitted at the Reception or to Admin atleast 1 day prior to any such meeting or event to be organized and would be rendered based on availability. The meeting room and the conference room would be handed over by issuance of an access card and the time of receipt and handover of the card will have to be registered.
18. All laptops/desktops being used in the incubator has to be confirmed to be loaded with valid antivirus software.

# **Appendix**

## **Incubator Client Forms**

**(Please make copies as needed)**

# CIBA Client Application for Space

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Cubicle Requested: \_\_\_\_\_

When is space needed (represents date lease will start) : \_\_\_\_\_

Please Check All That Apply:

What operations will you perform in the requested space and how much space is needed for each type of operation?

Office \_\_\_\_\_

Research \_\_\_\_\_

Production \_\_\_\_\_

Storage \_\_\_\_\_

Other \_\_\_\_\_

Please describe any special needs, in detail, on a separate sheet.

\_\_\_\_\_  
Client Signature (name, title)

\_\_\_\_\_  
Date

For Administrative use only

Approved: \_\_\_\_\_ Declined: \_\_\_\_\_ Reason request declined: \_\_\_\_\_

Signature of Authorization \_\_\_\_\_ Date: \_\_\_\_\_



# New CIBA Client Needs Assessment Check Sheet

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location(s): Building \_\_\_\_\_ Room(s) \_\_\_\_\_

Move in date: \_\_\_\_\_

## **Operational needs:**

- Number of data ports needed: \_\_\_\_\_
- Number of IP addresses needed: \_\_\_\_\_
- Number of Access Cards needed: \_\_\_\_\_
- Company name to appear on door signs \_\_\_\_\_

Signature (name, title) \_\_\_\_\_

Date of request \_\_\_\_\_

For Administrative use only

Approved: \_\_\_\_\_ Declined: \_\_\_\_\_ Reason request declined: \_\_\_\_\_

Signature of Authorization \_\_\_\_\_ Date: \_\_\_\_\_

# CIBA Client Slide Card/Key Request

(A new request form must be completed for initial and each additional key request from company.)

**Company Name:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Location(s):**

**Building** \_\_\_\_\_ **Room(s)** \_\_\_\_\_

Names of Key-Holders

---

---

---

---

---

---

---

---

---

Key/Card Key

Both

**I, the undersigned, take responsibility for the above listed Key-Holders, and have communicated to them that they are not to make copies or lend keys/cards to others.**

**Client Signature (name, title)** \_\_\_\_\_ **Date** \_\_\_\_\_

# CIBA Client Contact Information Update

Completing and submitting this form in a timely manner will provide the Incubator with the necessary information to keep you informed about important Incubator and Community events that are essential to your company's success.

☐ New Client ☐ New Employee ☐ Update File ☐ Remove

Name:

Today's date

Company:

Title:

Address:

---

---

---

---

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Web site: \_\_\_\_\_

## Staff Use Only:

Room Number(s): \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date Entered: \_\_\_\_\_

# CIBA Conference Room Reservation Request

*We are pleased to be able to assist you with your event/activity needs. All conference rooms are available on a first come, first serve basis. We will do our best to accommodate your needs.*

*Please leave the conference/meeting room in the condition in which you found it. Be sure you and your guests remove all of your belongings before vacating the room. You will be held responsible for repairing or replacing any equipment or furnishings damaged or removed during your event.*

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) needed: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Time needed: From \_\_\_\_: \_\_\_\_ am or pm until \_\_\_\_: \_\_\_\_ am or pm

Event to be held \_\_\_\_\_

Conference room requested:

Equipment needs:

\_\_\_\_ Internet Connectivity      \_\_\_\_ Overhead projector/screen/ TV unit

\_\_\_\_ Laptop      \_\_\_\_ Easel/flip chart/markers

Is assistance needed with equipment setup? \_\_\_\_ Yes      \_\_\_\_ No

Type of assistance needed \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

## **Incubator use only**

Request approved \_\_\_\_\_ Request declined \_\_\_\_\_

Reason for declining request \_\_\_\_\_ Date \_\_\_\_\_

Staff signature \_\_\_\_\_

# CIBA Repair/Maintenance Request

Company Name\_\_\_\_\_

Contact Person\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

Building where repair/maintenance needed\_\_\_\_\_

Room(s) where repair/maintenance needed\_\_\_\_\_

Date Request Submitted\_\_\_\_\_

Repair/Maintenance situation (describe as completely as possible including any steps  
you have already taken to resolve it)

---

---

---

---

---

---

---

---

---

---

\*\*\*\*\*  
\*\*\*\*\*

## Incubator Use Only:

Date request received\_\_\_\_\_ Staff member submitted to\_\_\_\_\_

Date facilities owner/manager notified\_\_\_\_\_ Estimated response date\_\_\_\_\_

Person contacted and contact information\_\_\_\_\_

Date work completed\_\_\_\_\_ Work done by\_\_\_\_\_

If not completed, reasons  
why\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Center for Innovation & Business Acceleration Client Handbook

## Agreement Form

### **Please sign and return to Incubator**

#### Hold Harmless Provision

Nothing contained in the Client Handbook shall be deemed to constitute nor be construed or implied to create the relationship of principal and agent, partnership, joint venture or any other relationship between the parties hereto, other than the relationship of Incubator and Tenant/Client. Clients shall hold harmless the Incubator from all damages or/losses whether direct, indirect or consequential or resulting from the use or occupancy of any such offices.

Client will have benefit of various business, financial, technical, and management services offered through the Incubator as described in the Client Handbook. Client hereby acknowledges, understands and agrees that the Incubator shall not be liable for the advice, depth, extent, quality and/or quantity of such management, financial, business, and/or technical services offered to Client hereunder. Furthermore, Client acknowledges and understands that such services, and the people and entities performing them are merely advisory in nature without binding effect on Client and that Client may accept and/or reject such advice and services offered. Accordingly, Client agrees that Client shall not hold any of the providers of such services responsible or accountable for such services and shall hold such providers harmless from all damages, whether direct, indirect or consequential. By accepting these services, Client acknowledges that it is responsible for all decisions with respect to its own business and is free to accept and/or reject any advice.

Signature of Acceptance

Date

I have read and accept the terms within the Centre for Innovation & Business Acceleration Client Handbook. I understand that the Client Handbook will be revised from time to time to reflect addition, deletion or updating of information. I will not hold the Incubator responsible for information in this edition of the Handbook that may be changed in later editions.

Signature of Acceptance

Position in Company

Company Name

Date

## Due-Diligence Checklist for Company

**Name of the Company:**

### Corporate & Organizational Data

Item	Details	Doc/Info Provided (Y/N)												
1. Type of Organization	Partnership/Pvt. Ltd.													
2.Charter documents	Certificate of Incorporation/MoA/AoA of the Company Company seal ready?													
3.Date of Incorporation														
4.Directors	List down all the directors of the company In case of changes in directorship after Incorporation of company, list down the changes.													
5.Team	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Designation</th><th style="width: 40%;">Name of Person</th></tr> </thead> <tbody> <tr><td>CEO</td><td></td></tr> <tr><td>CFO</td><td></td></tr> <tr><td>CTO</td><td></td></tr> <tr><td>Marketing Head</td><td></td></tr> <tr><td> </td><td></td></tr> </tbody> </table>	Designation	Name of Person	CEO		CFO		CTO		Marketing Head				
Designation	Name of Person													
CEO														
CFO														
CTO														
Marketing Head														
6.Professional References	Name, Designation & Contact Coordinates <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> </table>													
7.Biographies & Resumes	To be attached													
8.Client References	Name, Designation & Contact Coordinates <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>													

## Due-Diligence Checklist for Company

### Debt & Equity (in case of Pvt.Ltd)

Item	Details	Doc/Info Provided (Y/N)																					
1.Investment into the Company by Promoters	<table border="1"> <thead> <tr> <th>Name</th><th>Debt/Equity</th><th>Number of Shares</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Debt/Equity	Number of Shares																			
Name	Debt/Equity	Number of Shares																					
2.Securities	<p>A list of all stockholders of the company, indicating the class and number of shares held by each security holder.</p> <table border="1"> <thead> <tr> <th>Name</th><th>Class</th><th>Number of Shares</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Class	Number of Shares																			
Name	Class	Number of Shares																					
3.Debt taken from anyone other than promoters	<table border="1"> <thead> <tr> <th>Name</th><th>Amount</th><th>Repayment Due</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Amount	Repayment Due																			
Name	Amount	Repayment Due																					
4.Documents	<p>Copies of all documents and agreements relating to the Company's securities, including subscription agreements, options, warrants, preemptive rights, pledges of securities, proxies, voting agreements or other agreements relating to the scale or voting of the Company's securities, rights of first refusal and first offer, and all agreements relating to registration rights with respect to the Company's securities</p>																						
5.Funding History and Cap Table	<table border="1"> <thead> <tr> <th>Name</th><th>Number of Shares</th><th>% Holding</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td>Total</td><td> </td><td> </td></tr> </tbody> </table>	Name	Number of Shares	% Holding																Total			
Name	Number of Shares	% Holding																					
Total																							



Due-Diligence Checklist for Company

Intellectual Property		
Item	Details	Doc/Info Provided (Y/N)
1.Patent	Patent No. Patent Details	
	Patent No. Patent Details	
2.Trademark	Trademark Details:	
	Trademark Details	
3.Trade Secrets		

## Due-Diligence Checklist for Company

Financial & Tax Data		
Item	Details	Doc/Info Provided (Y/N)
1. Financial Statement (if the company has filed the same)	<p>Provide Financial Statements for the Company for the last 3 years</p> <ul style="list-style-type: none"><li>• Balance Sheet</li><li>• PnL</li><li>• Cash Flow</li><li>• Account Statement of all Accounts operated by the Company</li></ul>	
2. Tax	<ul style="list-style-type: none"><li>• All taxes filed by the Company since inception</li><li>• Promoter's IT return for the last financial year</li></ul>	
3. Revenue Details	<ul style="list-style-type: none"><li>• Copies of client orders</li><li>• Revenue Projections</li></ul>	

## Due-Diligence Checklist for Company

Important Documents		
Item	Details	Doc/Info Provided (Y/N)
1.Employee engagement letters	<ul style="list-style-type: none"><li>• Employment agreements</li><li>• Profit-sharing details</li><li>• Consultant/business development partnership details</li><li>• ESOP/Equity grant to employee</li></ul>	
2.Asset Details	<ul style="list-style-type: none"><li>• List of all assets owned by the Company</li><li>• Details of all hypothecated assets</li></ul>	
3.Taxation and regulatory	<ul style="list-style-type: none"><li>• PAN number</li><li>• TAN number</li><li>• Certificate under shop and establishment act</li><li>• Company seal</li></ul>	

Legal Action/Law Suits
<p>Has there ever been any legal action or law suit against the Company or promoter or Director of the Company? Please provide all the relevant details?</p>

We, the Promoters of the Company, Herby confirm that the information provided above is true to the best of our knowledge.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CENTRE FOR INNOVATION AND BUSINESS ACCELERATION

## SPACE UTILITY AGREEMENT

This Agreement made on the \_\_\_\_ day of \_\_\_\_\_, 2012, between, Agnel Charities (Agnel Seva Sangh) through its Centre for Innovation of Business Acceleration ( CIBA ), based at Agnel Technical Education Complex, Agnel Ashram, Verna-Goa on the one side;

**And**

[.], director and promoter of [.] (hereinafter referred to as incubate), incubated at CIBA on the other side.

Whereas to help Incubatee, who has desired to get office space at CIBA, Verna for his start up business, CIBA has considered the request and has decided to provide one office room for a period of less than one and a half year for specific purpose of organizing his daily work related to start up.

Rent structure (single room) will be guided by following norms:

Time	Rent
1-12 Months	Rs.5000/- per month

Charges can be revised by giving one month notice. Charges for using internet facility may be charged on actual basis or as decided by the computer centre of CIBA.

Whereas it was agreed:

1. Incubatee will provide an advance payment for the month of moving into the centre.
2. Incubatee will keep the allotted space clean and orderly with necessary minor repairs properly done before returning the premises to CIBA on expiry or earlier termination. All assets utilized by the incubate must be properly handled and the cost of any damages shall be paid by incubate.
3. Incubatee will not make any structural additions/changes/alterations in the allotted space.

4. In general, Incubatee while working at CIBA will abide by the rules of the institute.
5. In case of any issue, incubate shall have the responsibility to contact the concerned person in CIBA.

In Agreement of the above named parties have affixed their signatures.

Name of the signatory

On behalf of CIBA

On behalf of the Incubatee

In the presence of:

Two reference to be provided by the Incubatee:

- 1.
- 2.