

Investment Assessment and Required Documents

Selected potential investees may be invited to participate in the due diligence process, during which the following information will be required:

1. General Information
 - (a) Certificate of Incorporation (CI)
 - (b) Valid Hong Kong Business Registration Certificate
 - (c) Latest Annual Return (Form AR1/NAR1) (for company established over 1 year); or Incorporation Form (NC1/NNC1) (for newly established company)
 - (d) Organizational chart showing team structure, including role(s) of the Person-in-Charge and team members
 - (e) Group chart detailing shareholding ownership structure of all related parent or subsidiary companies, including company names, ownership/voting right percentages, and countries/regions of incorporation/registration
 - (f) Proof of association with HKUST, such as staff/student card or graduation certificate
2. IP rights documentation, including evidence of granted patents, certificate of filing, and copyright ownership, and agreements on the sharing of royalties and intellectual property rights with collaborating organizations
3. Business proposal which includes but not limited to executive summary, business and products overview, industry and markets analysis, operational plan and strategies, collaboration with the University and financial forecast
4. Other supporting documents (if any)
 - (a) Latest audited financial statements and most updated management accounts
 - (b) Financial projection and analysis of use of fund
 - (c) Documents related to funding support from the government and/or other third-party investors
 - (d) Pre-money valuation
 - (e) Capitalization table (Cap table)
 - (f) Information and term sheet from potential venture capital investors
 - (g) Any additional supporting document(s) related