

**BLACK GLOBAL**

# Data Room Readiness Checklist

A practical working checklist for management teams preparing documentation, evidence, and file structures for serious investor, lender, or transaction diligence.

<p><b>Use this checklist to assess:</b></p> <ul style="list-style-type: none"> <li>- documentation completeness</li> <li>- organisation and file structure</li> <li>- evidence quality across key areas</li> <li>- gaps likely to create diligence friction</li> <li>- the most important issues to fix before review begins</li> </ul>	<p><b>Scoring guide</b></p> <p>Mark each item as:</p> <p><b>Yes</b> - in place and credible</p> <p><b>Partly</b> - present but weak or incomplete</p> <p><b>No</b> - missing or not yet review-ready</p>
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## How to use it

- Complete the checklist before opening a data room or starting live diligence.
- Be honest. A weak 'yes' should usually be marked 'partly'.
- Use the final page to identify the top 3-5 issues to fix first.

Black Global helps businesses become investable, transaction-ready, and growth-ready through investor readiness, deal packaging, diligence preparation, and transaction support.

## 1. Data Room Structure & Governance

Checklist item	Yes	Partly	No
A clear folder structure exists for all major diligence workstreams.	■	■	■
Responsibility for maintaining the data room is clearly assigned.	■	■	■
A version-control or document-update process is in place.	■	■	■
Access permissions are controlled and reviewed.	■	■	■
There is a clear index or contents list for reviewers.	■	■	■

## 2. Corporate & Legal Documentation

Checklist item	Yes	Partly	No
Constitutional documents and formation records are complete and current.	■	■	■

Cap table / ownership records are accurate and easy to follow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board, shareholder, and governance records are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material contracts are assembled and easy to locate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any known legal disputes or exposures are documented clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. Financial Information

Checklist item	Yes	Partly	No
Historical financial statements are complete and consistent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management accounts are up to date and reconciled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecasts / budgets are available and internally coherent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debt, liabilities, and key obligations are documented clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting schedules are available for major revenue and cost lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 4. Commercial & Operational Evidence

Checklist item	Yes	Partly	No
Customer / revenue concentration evidence is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key commercial contracts and pipeline support are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating KPIs and performance information are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Important supplier, partner, or dependency exposures are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material assumptions used in commercial presentations can be evidenced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 5. People, Compliance & Risk

Checklist item	Yes	Partly	No
Employment, leadership, and key-person information is assembled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Policies, licences, and compliance records are current where relevant.	■	■	■
Insurance information is available and current.	■	■	■
Major operational, legal, and compliance risks are documented honestly.	■	■	■
Known data gaps are identified rather than hidden.	■	■	■

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# Priority Actions

Use this page to record the most important issues to fix before diligence or review begins.

Priority issue	Why it matters	Owner	Timing

A cleaner, better organised evidence base improves confidence, reduces avoidable friction, and helps management stay in control once scrutiny increases.