



Convertible note pre-investment checklist

- ✓ Note that maturity date cannot be longer than 10 years from date of the note.
- ✓ Gather the required documents (see below).
All documents should reflect the title or owner to be PENSCO Trust Company Custodian FBO (Your name), IRA ____% (indicating the % of ownership).

Required Documents

Documents required by PENSCO	Source of documents	
	PENSCO	3rd party
Convertible note investment authorization form	x	
Private equity investment notification form (if not previously reviewed)		x
Assignment of note (if applicable)		x
Copy of proposed note with Lender's name		x
Purchase agreement or subscription agreement (if applicable); account owner must complete and sign the document as "read and approved"		x
Private placement memorandum (if one has been drafted)		x
Form of warrant (if one has been drafted)		x
Certificate of Good Standing for borrower		x
For C Corp: Certificate of incorporation Articles of Incorporation Bylaws		x
For LLC: Certificate of organization Operating agreement		x

x = source of document or form.

You can find PENSCO forms by going to www.pensco.com/forms or give us a call and we can point you in the right direction: 1-866-818-4472