

Investment Banking Data Room Checklist

A one-page preparation guide for M&A, fundraising, financing and other high-stakes deals

Use this checklist before inviting buyers, investors, lenders, counsel or other external reviewers.

01 Corporate & ownership

- Certificate / articles of incorporation
- Cap table and shareholder records
- Board and shareholder approvals
- Subsidiary and legal-entity structure

02 Financial information

- Audited financial statements
- Management accounts and forecasts
- Cash flow, debt and working capital
- Tax returns and supporting schedules

03 Legal & contracts

- Material customer and supplier contracts
- Financing and security documents
- Litigation and claims
- Licenses, permits and regulatory filings

04 Commercial & operations

- Management presentations / CIM
- Customer and revenue analysis
- Key operating KPIs
- Real estate, insurance and material assets

05 People, IP & technology

- Senior employment agreements
- Employee benefit information
- IP ownership and licensing
- Technology, cybersecurity and key systems

06 Deal-room controls

- Clear numbered folder index
- Buyer / bidder permission groups
- Version control and redaction review
- Structured Q&A and activity reporting

Before launch: confirm permissions, redactions, Q&A ownership and archive requirements.

A prepared room gives reviewers a clear structure while the deal team keeps control of disclosure and activity.