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# **Due Diligence Questionnaire**

(Legal Due Diligence in Advance of Securities Regulation Work)

### Check all that apply:

<ul> <li>□ Private Offering of Securities by Issuer Raising Capital from Investors</li> <li>□ Private Fund Formation and Fund Offering to Investors</li> <li>□ Regulation A Offering</li> <li>□ Crowdfunding Offering</li> <li>□ Investment Adviser Firm or Broker-Dealer Firm – Representation or Registration With SEC or States</li> <li>□ Fund Manager Representation, SEC ADV Registration or State ADV Registration</li> <li>□ CTA or CPO Representation or Registration with NFA</li> </ul>
Company or Entity Name:
Due Diligence for (Your Name):(Person Who is the Subject of This Questionnaire)
Complete Separate Questionnaire for Each: Officer, Director, Principal, Managing Member, General Partner, Key Employee, Owner of > 5% of Issuing Company or Control Person of Issuer;
And for each <u>Proposed</u> Officer and Director, each Proposed Investment Advisor Principal or Broker-Dealer Principal; And for each Broker Offering Securities of the Company, and For each Money Finder or Promoter Connecting Investors to the Company

What Is this For, and Why?

Attorneys conduct Due Diligence on the Principals of a Company which plans to offer securities, or register as an investment adviser, broker-dealer or CTA or CPO, as a routine part of the Offering, or Registration, or Regulatory Compliance.

"Principals" are Founders, Officers, Directors, Managing Members, General Partners and Control Persons (persons who own at least 5%, or who have voting control, or who other influence over the company or its management or its policies, including relationship influence.) Due Diligence is conducted even in a private placement offering and even in a small public offering.

The Company is legally responsible for determining that all information in the Offering Memo, Disclosure Document, Offering Statement or Prospectus, or in the Form ADV or Form BD, are accurate, and that nothing material is omitted, including information about the principals and their backgrounds. The Company's attorneys assist the Company in this regard with determining that accurate and complete background information is contained in the Offering Memo, Disclosure Document, Offering Statement, Prospectus, ADV or BD, using this Due Diligence Questionnaire as one of the tools.

Professional investors will run background checks on the Principals, and will find the information on the internet that is the subject of this Due Diligence questionnaire. Therefore we pre-empt their discovery by asking you to disclose any info in advance, and then we disclose it to them in the Offering Memo, Disclosure Document, Offering Statement or Prospectus or ADV, before they find it. As a business tool for the Company, Due Diligence screens for issues that may prevent professional investors from investing into your deal, or that may affect future rounds of financing.

Due Diligence is required in order to determine which disclosure items go into the Offering Memo, Disclosure Document, Offering Statement or Prospectus, ADV, or BD, as well as eligibility for securities exemptions.

And under Dodd Frank rules effective in September 2013, the Issuer is required to determine if any of its officers, directors, principals and promoters has any "bad actor" issues in their backgrounds. If any, special disclosures are required, and might eliminate the availability of an exemption under Regulation D.

## What Will You Do With My Information?

Our protocol is to conduct due diligence background checks on each Principal of a company/Issuer for which we will be preparing, or reviewing, an Offering Memo,

Disclosure Document, Offering Statement or Prospectus for an Issuer or an ADV or BD.

We also conduct due diligence on each Principal of business into which our client Issuer is investing, or our client Business Purchaser is buying, and for each Investment Adviser, Broker-Dealer, CTA or CPO for which we are filing registrations (as these questions come up in each registration filing); and for any Issuer for which we are filing a New York Form 99 or M-11 (questions come up).

The information gathered in this questionnaire, or as a result of background checks from this questionnaire, will be kept confidential within the Company, and among its Officers, Directors, attorneys and accountants. However, if any securities registration form requests information determined from the background check and this form, then we will provide it on the registration form.

However, please note that the attorneys represent the Company, not the individual, and therefore may have an obligation to disclose to the Company's Officers and Board of Directors, and even to regulators, information collected in this questionnaire. The attorneys' disclosure obligation is a result of Sarbanes Oxley Rules for public offerings, and accordingly the standards of practice that have evolved for exempt private placements and other registrations as well.

#### **Instructions**

Please answer the following questions by *typing answers directly into this document, using a different font style or color.* To check a box, double-click on it, and select "checked". Please email the completed questionnaire to <a href="mailto:nfallon@velocitylaw.com">nfallon@velocitylaw.com</a>. Then sign a paper copy on the signature page, and scan and email us, or fax us the signature page.

Please type details of any "Yes" answers, in the space at the end of this Questionnaire, beginning after the Signature Page. If you prefer, type the details right after the text of each question. For typing between questions, please use bold or italicized font, or highlight, or color, or change font, to distinguish your answers from questions. If you prefer, send narrative answers to us in the text of a separate email. Email us or call us with questions, and call us with your social if you are emailing this form, instead of including your social on an emailed form.

Please include all items here, even if they seem immaterial, as the Company and its attorneys will determine materiality, and therefore exclusion from Offering Memo or Form ADV disclosure. If your answer to any question is "Yes", please include the information supporting the answer, regardless of how long ago the item occurred. Some SEC disclosure items are required without date limitation. However, we may opt to exclude from Offering Memo or ADV disclosure, any items that we deem immaterial, based on distant age of the event, irrelevance to the Offering or registration, or irrelevance to the Issuer's responsibilities of holding and spending investor money.

Due Diligence Questions:							
1.		urrent and Past Employment.  Please list your current employer or employers, month/year, and title, and attach resume or bio:					
		Date	Employer	City, State	Title/Role		
	В.	•			s (or back to college), e (or on the last page.)		
			the remaining emplo		rrent firm, then no need nstead email me a copy		
	Da	te	Employer	City, State	Title/Role		
			<mark>/our Resume. Pleas</mark> , and your LinkedIn I		<mark>rative Biography</mark> (if		
nfallon@ 20 years involved,	velc . Pl as	citylaw.com, ease list all p officer, directo	a biography and/or ositions you have he	eld and companies in al, partner, or materia	ase email to elf for at least the past in which you have been al equity holder. Feel		
20 years, business	, ple bac	ase list all of kground is sh	it. List your degrees norter than 20 years,	If your business ba , dates and colleges please provide biog d to list info prior to c	raphical information		
	] En	nailed previou	sly Attached	☐ Will Ema	il within 24 hours		
2.			any position as officinaging membe <u>r,</u> ge	neral partner, princip	ember, advisory board al, of any other		
	Da	te	Company	City, State	Title/Role		

	compar indirect		private? (5% equity hother persons or enti-	holder for any other holder means directly, ties over which you have
	If yes, plea this docum	• •	l description here, or	add a page at the end of
	Date	Company	City, State	Title/Role
3.		nd Items: Criminal, ( u ever had, any of the		tory Actions: Do you have,
or (E	drug arrest, xclude spee	in federal, state or co	ounty court, or court ets and moving viola	of a non-US country.  Itions.) (Not all items are
cage at t		Yes [If yes, please is document.]	type/write detailed o	description here, or add a
		or allegation: Civil or on the control of the contr		ht against you, or a US or in any other country.
[ at		[If yes, please ty nis document.]	pe/write detailed des	scription here, or add a page
yo	ou founded, r	nkruptcy: Bankruptcy managed, or were an or equity owner of 5%	officer, director, proi	failure of a business, which moter, broker, or
[If ocumer	☐ No yes, please nt.]	☐ Yes, Name type/write detailed de	of Business:escription here, or ac	dd a page at the end of this
	Did sha	reholders, equity owr	ners or investors lose	e monev?

January 1, 2017

	☐ No ☐ Yes [If yes, please type/write detailed description here, or add a page at the end of this document.]
	Did shareholders, equity owners, or investors sue the company, its founders, officers or directors, alleging loss of their investment?  \[ \sum \text{No} \sum \text{Yes}  \text{If yes, please type/write detailed description here, or add a page at the end of this document.]}
D.	<b>Personal Bankruptcy</b> . (Let's discuss whether it will be a disclosure item in the Offering Memo, may or may not, depends on circumstances.)   No Yes. [If yes, please type/write detailed description here, or add a page at the end of this document.]
E.	Tax Liens.       (Personal income tax, business income tax, payroll / employer tax, real estate tax, sales tax.) If a tax lien has been levied, but is now paid, it will not be a disclosure item in the Offering Memo. However, please disclose it here.         ☐ No       ☐ Yes. Type:       ☐ Business       ☐ Personal
do	[If yes, please type/write detailed description here, or add a page at the end of this cument.]
F.	<b>Regulatory investigation or action,</b> or stop order, issued by a securities regulator or self-regulatory organization, such as the SEC, FINRA, CFTC, NFA, any state securities commission, any banking, mortgage, or insurance commissioner, or any other federal or state regulatory body, such as the FTC, USPS, FDA, or by any regulatory body of a non-US country.   \[ \begin{array}{c} \text{No} \bigcup \text{Yes} \end{array}
do	[If yes, please type/write detailed description here, or add a page at the end of this cument.]
G.	Disciplinary action by a professional licensing body, such as accounting, law, mortgage broker, real estate, insurance, financial, medical, or other regulatory body, in the US or any other country.  ☐ No ☐ Yes [If yes, please type/write detailed description here, or add a page at the end of this document.]
H.	Cease and desist order, or stop order, issued by a court or regulatory body, in the US or in another country.   No Yes [If yes, please type/write detailed description here, or add a page at the end of this document.]
I.	<b>Delisting by Stock Exchange</b> : Has a company of which you have been officer director principal, managing partner, or control person, ever been de-listed from any securities exchange or trading system, including OTC, Bulletin, Pink Sheets, local stock exchange, foreign stock exchange, or other exchange?  No Yes [If yes, please type/write detailed description here, or add a page at the end of this document.]

Symbol & Exchange	Compa	ny Name	Po	sition with	Company	Dates
					<u> </u>	
4. Financial Industry History as Securities Broker, Investment Adviser, Commodity Broker, or Financial Industry Employee or Representative: Have you ever been a member of the FINRA (formerly NASD), or NFA, an exchange, or employed by, or been a registered representative or agent of, a broker-dealer firm, or an investment adviser firm, private or public fund or fund manager, commodity pool operator, commodity trading advisory, commodity broker, or other securities or futures industry firm, in the US or in any other country?  No Yes [If yes, please type/write detailed description here, or add a page at the end of this document.]]  If yes, Please provide your CRD number or NFA number, exchange registration number, name of Firm(s), your position, and approximate dates of employment or affiliation?						
CRD or NFA #	Firm	Name		Position wit	th Firm	Dates
5. Aliases: Have you ever been known by, or used, any other name?   No Yes [If yes, please type/write detailed description here, or add a page at the end of this document.] Other Names:						
6. <b>Multiple Social Security Numbers or Names:</b> Have you ever used any other social security number?   No Yes Any other name?   No Yes						
If yes, please t document.	If yes, please type/write detailed description here, or add a page at the end of this document.					
Other Name		Other Social		Dates	Reason	

6.	Civil	<b>Litigation:</b> Do	any of the follow	ving apply	to you?
A.	broug	ht against you		gainst any	Please describe any civil litigation company of which you are, or were, er:
	□ No	one	Yes, Was De	efendant in	Litigation
	b.	Any in the parties of the second in the seco	Offering Memo.	ŪNo with attorr Multiple lav	Yes Yes ney. Some items might be disclosure v suits: Probably a disclosure item. is a disclosure item.
docun		s, please type/	write detailed de	scription he	ere, or add a page at the end of this
В.		st a company			Please describe any civil litigation ed as an officer, director, principal or
	□ No	one	Yes, Was Co	ompany wa	s Defendant in Litigation
	b.	Any in the parties of the second in the seco	Offering Memo.	No with attorr Multiple lav	Yes Yes ney. Some items might be disclosure v suits: Probably a disclosure item. is a disclosure item.
do	[If yes cumer		write detailed de	scription he	ere, or add a page at the end of this
[lf	civil o broug again will ev Offeri	r criminal litigath, or which hast any predection and predection and the serious the serious manual memo.)  ease type/writes.	ation, or regulato as been threaten essors or affiliate items and discus	ry action, o <u>ed</u> to be bu s of the Co s with Com ] Yes	its Affiliates: Please describe any of any amount, which has ever been rought, against the Company or ompany, without time limitation. (We apany disclosure of them in the or add a page at the end of this
D.	litigati	_	t <b>by You, Agains</b> ave filed against a Yes, Was Pl	any other p	
		Any current of Any in the pa	or threatened?	] No ] No	☐ Yes ☐ Yes

c. If yes, please list and discuss with attorney. Some items might be disclosure items in the Offering Memo. Multiple law suits: Probably a disclosure item. Litigation that could affect the Company is a disclosure item.

[If yes, please type/write detailed description here, or add a page at the end of this document.]

7. <b>Knowledge of Background of Other Principals:</b> Are you aware of the existence of any of the items in this questionnaire, in the backgrounds of, or related to, any of the Officers, Directors, Managers, Key Employees, or 5% Shareholders, of this Company or its affiliates?   No Yes
[If yes, please type/write detailed description here, or add a page at the end of this document.]
8. <b>Brokers or Finders: A.</b> Has the company used, or does the Company intend to use, any brokers to sell the securities of the Company?   No
Yes: Name of Firm and Broker, Address, CRD#, percentage or fee:
B. Has the company paid, or does the Company intend to pay anyone any commissions or fees for finding money for the Company in this offering? Has the company used any finders to match investors with company?   No  Yes: Name of Firm, Person, Address, percentage or fee:
[If yes, please provide name, address, contact info and firm name, and write a detailed description here or by add a page at the end of this document]
9. <b>Equity Compensation for Investor Connections.</b> Does the Company intend to issue an equity interest in exchange for finding money for the Company in this offering?  No
Yes: Name of Firm and Firm, Address, percentage or fee:
[If yes, please type/write detailed description here, or add a page at the end of this document.]

If yes to any of these, the finder or broker will need to complete this questionnaire, even though they may likely be precluded from acting in a finder capacity.

We will also need to discuss the complex regulatory issues triggered by their involvement. Please list the names and company names of any such persons, and the CRD #'s of the person and the company.

10 Signature Block, Rep. and Consent: Please complete the signature block by

tabbing	Signature Block, Rep, and Consent: Please complete the signature block by g across the table and typing in your responses. After emailing your completed blease return an executed copy, at your convenience, to the address above.
·	☐ I have executed this document below, attesting to the truth of my answers.
includ	I consent to a background check using my personal information, ing my name, address, home address, social security number, and my phone
	ers including home phone number. I've listed those items below.
filings of	(Background check will not include credit check, other than search of bankruptcy or tax lien filings. However, I understand that the attorneys reserve the right to later and I hereby consent to, a credit check.)
explan	I have checked a "Yes" answer above, and therefore have provided a written ation/description within the question, or at the end of this questionnaire below my ure, or by separate email, or in a separate document.   No Yes
11.	Are you a U.S. Citizen?
submit of ansv BD, SE	This information is for the internal use only of our law firm. It will be not be ted to regulators, however, the information on this form will be used for the purpose wering questions on SEC Form D, New York Form 99, SEC Form ADV, SEC Form EC Form PF, and NFA Forms 7R and 8R. This Due Diligence form in its raw format the be provided to regulators in the course of a registration or notice filing application.
Name	of Person Signing:
[ See n	next Page for Signature Page]

Name of Person Signing:
Signature Page for Due Diligence Questionnaire for Company:
I consent to a background check by signing here, and have provided my social to do so:
Olamantama. V
Signature: X
Name at
Name:
Title and Positions currently
held with the Company:
Today's Date:
Your Social Security # (Please call our office 630-963-0439 with this and leave it in a
VM, if you are emailing the completed form. Don't email this with your social, name and
address in the same place.)
Birth Date:
Your CRD # or NFA ID # (if applicable):
Your Business Address (If other than that of the Company):
Business Phone:
Business Email:
Home Address:
Home Phone: (All information, including home information,
to be kept confidential)
Hama amail and if you must be a contacted
Home email, only if you prefer to be contacted
at home for correspondence regarding this
questionnaire and the Offering:
How do you profer to be contacted for
How do you prefer to be contacted for
correspondence regarding this questionnaire and the offering?   Email Phone
and the offening:

Additional Information- Narrative Answers:

Please type here and on follow page, any narrative answers for any questions to which you answered "Yes". State the Item Number to which your answer applies, then write your narrative description. Use any number of pages: