



# Raising Business Angel Investment

## European Booklet for Entrepreneurs

 **Σ** *innoVest*

 **eban**

**HBAN** Halo  
Business  
Angel  
Network

# ***Raising Business Angel Investment***

## *European Booklet for Entrepreneurs*

This publication is the result of an agreement signed between EBAN, HBAN and E!nnovest with the purpose of serving the organisations' mutual goals of increasing the quantity, quality and success of angel investments in Europe, thus creating a better understanding of angel investment for potential new angel investors and entrepreneurs.

The current document is an adaptation of the original version "Raising Business Angel Investment Insights for Entrepreneurs" which was initially targeted to the Irish market.

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### **EBAN – The European Trade Association for Business Angels, Seed Funds, and other Early Stage Market Players**

EBAN is the pan-European representative for the early stage investor community, gathering 170 member organisations in 59 countries today. Established in 1999 by a group of pioneer angel networks in Europe with the collaboration of the European Commission and EURADA, EBAN represents a sector estimated to invest 7,5 billion Euros a year and playing a vital role in Europe’s future, notably in the funding of SMEs. EBAN fuels Europe’s growth through the creation of wealth and jobs.

Further information is available at [www.eban.org](http://www.eban.org)



### **Halo Business Angel Network**

HBAN is an all-island umbrella group for business angel networks, dedicated to the promotion of angel investment and supporting the early stage entrepreneurial community in Ireland and Northern Ireland. HBAN works regionally in partnership with the Irish Business Innovation Centres (BICs) in Dublin, Cork, Waterford, and Galway and with Halo Northern Ireland who each run local angel networks. Collectively HBAN actively works to increase the number of angel investors involved in investing in early stage companies and supports the formation of new and existing angel networks, both regionally and internationally.

HBAN, which is a joint initiative of InterTradeIreland and Enterprise Ireland, also acts as a voice to Government, stakeholders, business and the media to promote the interests and needs of the angel investment community.

Further information is available at [www.hban.org](http://www.hban.org)

# What is EUREKA?

EUREKA remains today the only initiative of its kind committed to the 'bottom-up' principle -ensuring that any R&D project with a good business plan receives the support it deserves, independent of the technological nature of the research project, or the type of organisations involved.

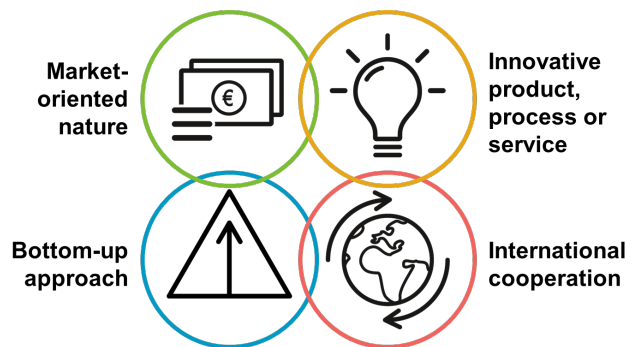
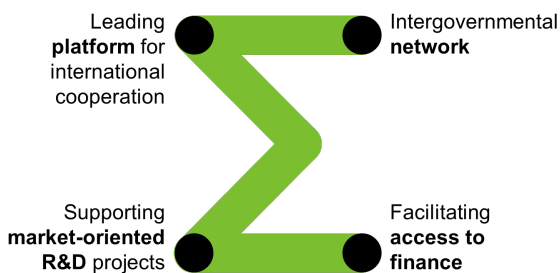
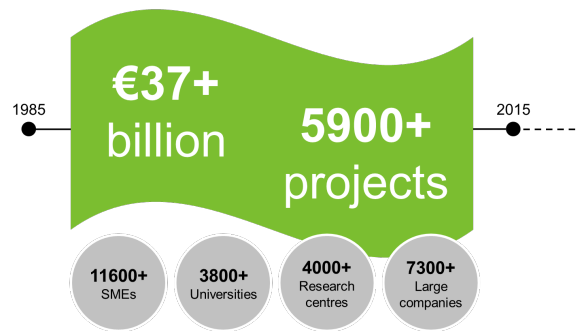
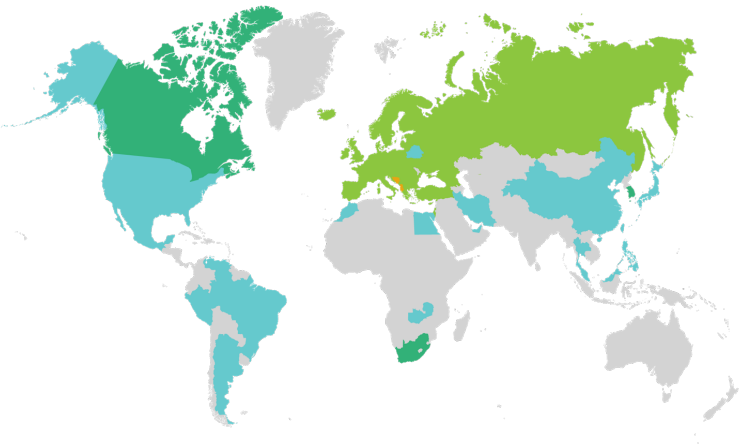
EUREKA is also an answer to a paradox: while innovation is increasingly becoming an international activity, national programmes in Europe still represent **more than 90% of the public funding available to researchers and innovators**. And only 4% of that funding is currently used for transnational collaboration. This is simply not enough. We believe that cross-border collaboration is crucial for European industry to compete effectively on world markets in advanced technologies.



This is why our mission is to **raise the productivity and competitiveness of European businesses through technology while boosting national economies on the international market**.

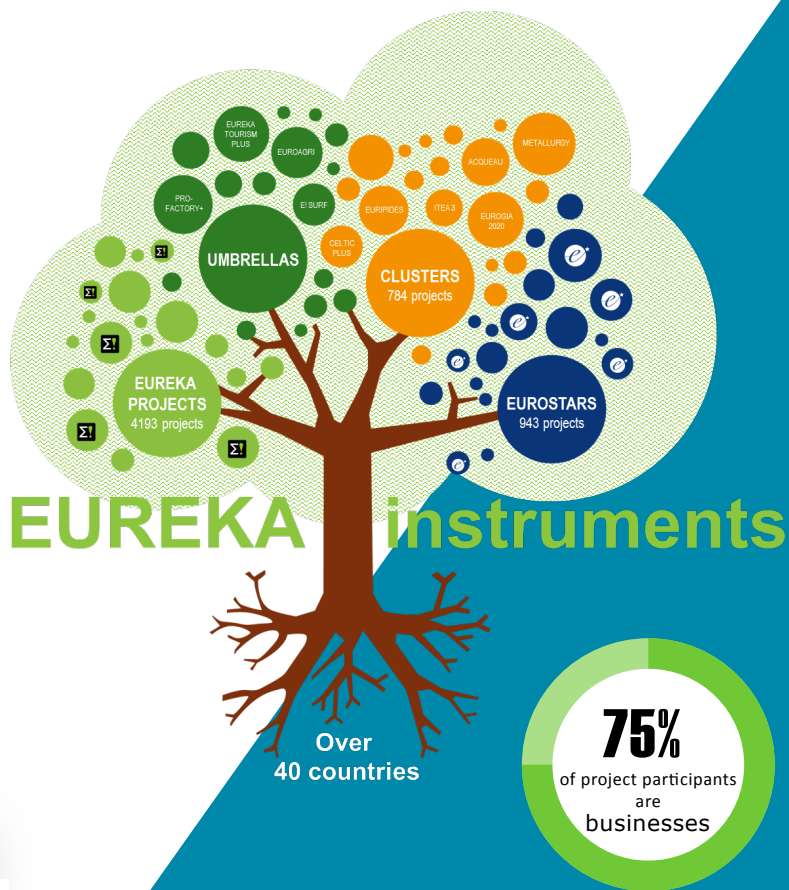
EUREKA is a European initiative, our people in national EUREKA offices across over 40 countries dedicate their time and efforts to projects involving partners from different countries. EUREKA is a decentralised structure, this means that applicants for EUREKA support are **guided and funded at national level** by their local project coordinators (NPCs): they are the first point of contact for organisations wishing to expand their activities internationally. For those companies, institutes and universities, EUREKA is a catalyst for public funding. To innovation agencies, EUREKA is an ideal platform for the coordination of international R&D projects, while accommodating their local rules and priorities.

● Full members ● Associated countries ● National information points ● International cooperation



# How does it work?

At the heart of EUREKA are R&D projects. Evaluated by experts, these are based on two key requirements: the research must be market-driven, with the final result of the project being a commercially viable new product, process or service and the organisations developing it must come from at least two different EUREKA countries. Those principles have made EUREKA extremely popular within the innovation industry: overall, businesses represent 69% of all EUREKA project participants. EUREKA today comprises three instruments adapted to the evolving needs of both innovative companies and the national administrations supporting them, together implementing the EUREKA principles.



## EUREKA NETWORK PROJECTS

An application for a EUREKA individual project can be submitted all year long.

Open to any type of organisation and technology.

A platform for collaboration between national funding agencies, and are also EUREKA's most used instrument: accounting for some 90% of all projects.

Any national innovation support programme can fund a EUREKA project.

## EUREKA CLUSTER PROJECTS

These strategic initiatives are launched by major European multinationals and mandated by the national public authorities that are part of EUREKA.

For SMEs, Clusters are the ideal instrument for a first collaboration with a major player in their sector.

Focus on particular industrial sectors where European companies hold a position of leadership: ICT, low-carbon energy and water.

A platform for big companies to work together on pre-competitive technologies.

## EUROSTARS-2 PROJECTS

The project leader is a company of less than 250 employees, dedicating some of its capital and workforce to R&D.

Products resulting from Eurostars projects must be put on the market within two years.

A joint EUREKA-EU programme - offering SMEs national funding from a dedicated budget topped-up by an EU contribution.

The EU contribution represents 33% of the national contribution.



Eurostars is a joint programme between more than 30 EUREKA member countries and the European Union





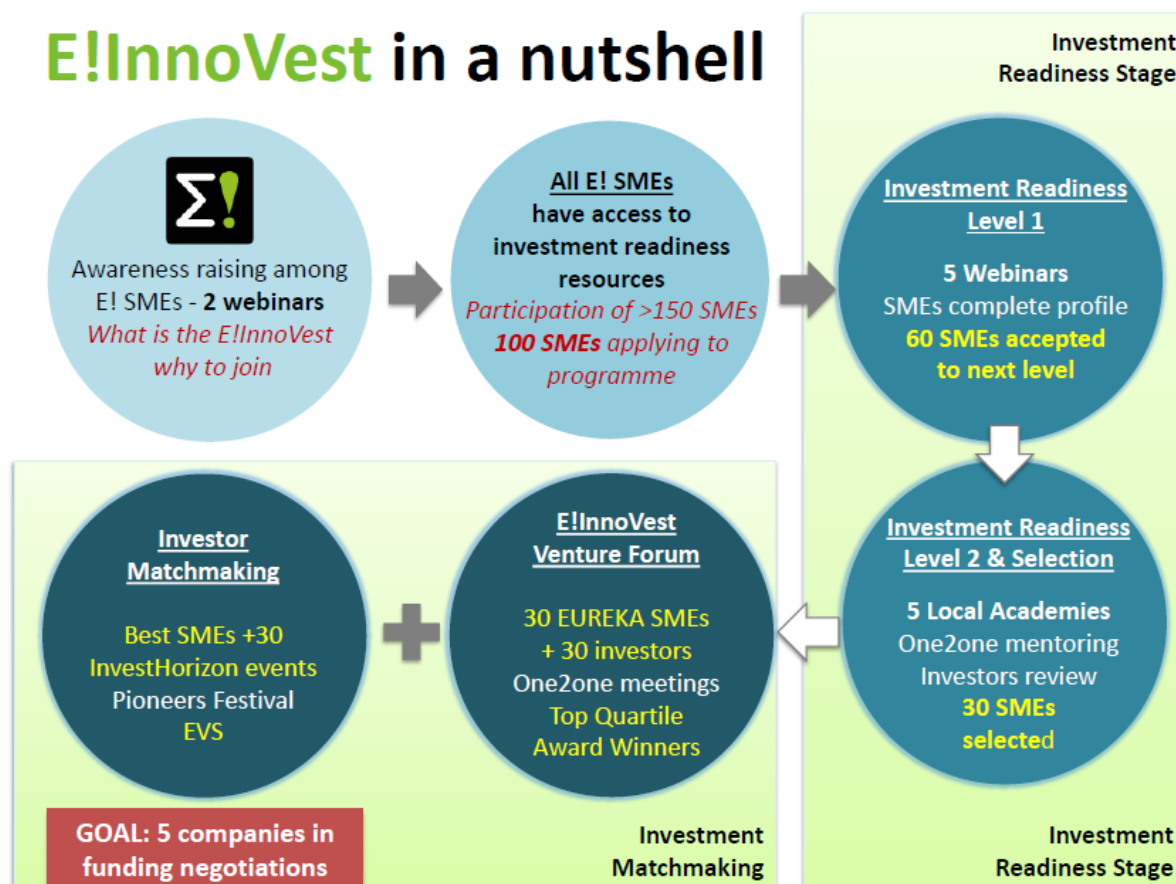
## EUREKA InnoVest Programme (E!nnoVest)

The **EUREKA InnoVest Programme (E!nnoVest)** is a second pilot programme of EUREKA which aims to boost the investment awareness and investment and business readiness amongst the EUREKA SMEs and promote these companies towards the investment community and actively facilitate investment matching of those companies that are investor and business ready.

E!nnoVest (former EUREKA HTIP) is addressing the following challenges:

- 1) the low awareness regarding investment readiness and (equity) financing options amongst EUREKA SMEs and entrepreneurs;
- 2) the weak invest ability of many of the projects and companies seeking funding and their presentational failings in formulating the demand for investments, and;
- 3) the difficulty of matching technology-based innovative companies with sufficiently specialized investors, especially at cross-border level.
- 4) Making entrepreneurial companies ready to do business with large corporations who could bring about a transformational deal.
- 5) E!nnoVest is organised in collaboration with Europe Unlimited, EBAN and EBN.

### E!nnoVest in a nutshell



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## Executive summary

This guide has been prepared to demystify the equity raising process for entrepreneurs. Raising external equity is very different to raising other types of finance.

The following tips are developed further in this guide:

- The relationship between investor and entrepreneur is like a marriage but one with a planned divorce;
- Starting building the relationship early, ideally before you need any money;
- Undertake due diligence on your potential investor and find out what is attractive to them;
- Make sure that every contact with a potential investor addresses the top three investment criteria (management, exit and revenue potential) in some form;
- The best exit is a trade sale for cash...it usually maximises value for all shareholders;
- The revenue potential of your company must demonstrate a scalable business that is capable of producing significant returns for an investor;
- The best business plans have a great executive summary – the point of an executive summary is to succinctly sell the investment opportunity, not to just describe the business;
- A compelling and fully costed business plan is essential;
- Be on top of, and understand, the numbers;
- Founders should have ideally had made or intend to make a cash equity investment in the company, i.e. have 'skin in the game';
- Have a realistic valuation expectation – the investor has to make an attractive return on their investment;
- An equity deal is not just about the headline valuation; and
- An apparently attractive high valuation can be undermined by high liquidation preference multiples.

Raising external equity is rewarding and worthwhile if it accelerates the growth of your business. If an external investor is getting an attractive return then you are likely to be getting an even better return.

This is a win-win.



## 1. Introduction

This guide has been prepared to demystify the equity raising process. It has a particular focus on what entrepreneurs should look out for when raising equity from business angel investors.

### **Equity capital**

Equity capital in this Guide refers to equity invested in unquoted private companies<sup>1</sup>. It is not a loan, it is an investment.

The investor buys shares in your company in exchange for a cash injection. It is unsecured and is permanent capital in your company. The investor shares the risks and rewards with you.

Equity capital accelerates growth, adds credibility and inspires confidence amongst customers, suppliers, staff and other funders.

### **Business angel investors**

Business angel investors are high net worth individuals who usually provide smaller amounts of finance (€25,000 to €500,000) at an earlier stage than many venture capital funds are able to invest. They are increasingly investing alongside seed venture capital funds.

Angels usually contribute much more than pure cash – they often have industry knowledge and contacts that they pass on to entrepreneurs. Angels will often take non-executive board positions in the companies in which they invest.

The importance of business angels to the equity capital industry has grown significantly in recent years.

With the recent formation and growth of angel syndicates<sup>2</sup>, equity from business angels is becoming more and more important to the equity capital industry in Europe.

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<sup>1</sup> Investors usually only invest in limited liability companies so that having a limited company is a pre-requisite to raising investment. Investors do not invest in sole traders or partnerships with unlimited liability.

<sup>2</sup> More than one private investor investing in a company

### **Tax incentives for business angels**

Unlike many countries around the world, Ireland, UK, Finland, France, Portugal and Turkey have tax incentives for individuals making investments in private companies.

For Republic of Ireland investors the Employment and Investment Incentive Scheme (EIS) replaces the previous Business Expansion Scheme (BES) from 2012. Qualifying investors may currently avail of a tax deduction in qualifying companies. The scope of the scheme has been broadened compared to the previous BES scheme and the amount of investment qualifying for relief has increased, both per year and from a company lifetime perspective.

Furthermore the related Seed Capital Scheme (SCS) incentivises the establishment of new companies by providing tax refunds to individuals who start and invest in their own venture.

For UK investors, the Enterprise Investment Scheme (EIS) and Seed EIS provide one of the most beneficial angel tax relief schemes in the world. Details should be checked on line, but currently these include significant up front tax relief and no Capital Gains Tax (CGT) on successful investments. To put it another way, most UK tax-paying angels investing in qualifying companies if successful will get to keep all of the gains without tax and if unsuccessful are likely to have over half of such an investment returned by the tax man. Clearly this helps in mitigating the high risk involved in angel investing.

By late 2012 a 75% early stage investors' tax break was approved in Turkey, which shows that these mechanisms are becoming widely popular in several countries.

It is worth checking if in your country there are any fiscal incentives for Business Angels. The Compendium of Tax Incentives annually published by EBAN can give you a good insight on this issue.

## 2. Equity raising process

Raising equity from an external investor is an all-consuming exercise for you as an entrepreneur.

You have to be prepared to put in considerable effort into the process: before, during and after the actual deal is done.

### **'A marriage with a planned divorce'**

The equity process can be described as a marriage although a marriage with a difference, one with a planned divorce (the exit). Therefore, the level of commitment to this business relationship is high.

Investors are likely to want to join the board of directors of your company and take an active part in the development of the business. You will need to welcome this participation.

Since their investment is unsecured, an investor needs to become very comfortable with the people they are backing.

### **'Dating' process**

The process starts, to borrow the marriage analogy, with the 'dating' process. This is about the entrepreneur building a robust business relationship with the investor.

Like the real dating process, attractiveness helps build relationships whilst 'neediness' usually does the opposite. Ironically, when you actively ask for money from an investor, it can come across as 'needy'.

When you go into a meeting with an investor seeking money, you will often come out with advice instead. It might be that if you go into a meeting with an investor seeking advice, you may come out with money. The former approach may be considered 'needy' whilst the latter is more attractive.

This means that the equity raising process is not like raising debt, e.g. a mortgage for a house purchase, which is more mechanistic.

Understanding what makes your proposition attractive and not 'needy' is key to securing an investment.

**Tip: start the process of relationship building well ahead of when you need to raise the money**

### Understanding what an investor finds attractive

Like any relationship, it is essential that you understand what a particular investor finds attractive.

They all have different views so that just because one investor declines to invest in your company, it does not mean that you will be unsuccessful.

This guide will help you get inside the investor's head and help you identify what an investor wants.

### A typical angel investment process

Deal sourcing	Deal sourcing can be proactive or reactive. Most deal sourcing comes through members, through their networks and interactions with other players in the ecosystem
Deal screening	Applications are normally centralised and managed with a software package (GUST is often used). Initial screening can be informal (conducted by some members) or formal (conducted by a group or network manager)
Initial feedback/coaching	Companies making the initial screening will be contacted and may receive some coaching regarding the expectations of investors and how to better present the company
Company presentations	Selected companies may then be invited to present to the members at an event, normally held once a month. Typically 2-4 companies present. The investors then discuss aspects of the company and potential deal in a 'closed' session

### Due diligence

Due diligence is normally done on a formal basis and includes: a competitive analysis, validation of product and IP<sup>3</sup>, an assessment of the company's structure, financials and contracts, a check of compliance issues and reference checks on the team

### Investment terms and negotiations

If members remain interested, term sheets<sup>4</sup> need to be prepared and the company valuation negotiated. Increasingly, angel groups and networks use standardised term sheet templates. The company may present to the members a final time

### Investment

Interested members can then invest as an individual or form a syndicate to invest in the company. The final documents are drawn up and a lawyer is usually engaged in the process. There is a formal signing of documents and the agreed-upon funding is collected

### Post-investment support

After the investment, investors often monitor, mentor and assist the companies with expertise and connections. In addition, the investors often work closely with the company to facilitate an exit at the appropriate time

*Source: OECD (2011a), summarised from ACA, EBAN and Tech Coast Angel materials*

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<sup>3</sup> Intellectual property

<sup>4</sup> A term sheet outlines the main terms of a proposed investment including amount and percentage shareholding for the investor(s).

## **Investor due diligence**

Investors will undertake due diligence on your company prior to deciding to invest. Due diligence is a process that verifies and confirms statements and views about a business and its prospects.

*Tip: You should also undertake due diligence on the potential investor, checking out their record of support or otherwise...*

This may be a challenge since angel investors do not generally have a website or publicly available information. However, this is a small Island and someone should know them...do your homework on potential investors and attract the best ones into your company.

## **Time to investment**

You should allow a year from planning to completion of an equity investment.

Deals can and have been done much quicker than this. A typical time frame is three to six months.

However, allowing a lengthy time period will help you. You do not want to be in a position where you need funding urgently and would be on the 'back foot' when negotiating the terms of the investment – being 'needy' will put off an investor.

## **The exit**

The relationship ends with the exit. The different types of exit are discussed in the next section.

## **Vendor warranties on an exit**

One issue to consider on exit is vendor warranties.

Warranties are legal statements that confirm certain issues<sup>5</sup> are true as far as the warrantor knows. The vendors are usually expected to give warranties on a sale to a third party.

It primarily falls on you although investors are increasingly expected to join you in giving warranties. This can be a cause for some conflict between investors and entrepreneurs.

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<sup>5</sup> For example: the company is not facing any legal action or that debtors will be realised, etc.

The issue is sometimes addressed by putting some of the sale proceeds into an escrow account<sup>6</sup> for a limited time period<sup>7</sup> to cover any claims against the warranties and/or taking out warranty insurance although the latter can be expensive and hard to obtain cover.

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<sup>6</sup> This is a bank account usually jointly controlled by the purchasers' and vendors' solicitors

<sup>7</sup> Time periods vary from six months to two years, even longer for tax warranties

### 3. Top three investment criteria

A survey<sup>8</sup> amongst venture capital investors revealed the top three criteria that are used in assessing the attractiveness of a proposition. Business angel investors are probably no different.

The top three criteria arising from the survey<sup>9</sup> were:

1. Management team;
2. Exit opportunity; and
3. Revenue potential.

*Tip: make sure that every contact with a potential investor addresses the top three investment criteria in some form*

From the above, it is worth noting that venture capital investors are generally not that interested in what your company does (the product or service is not in the top three criteria). They are interested in how they will make money from their investment.

Whilst business angel investors tend to focus more on what the company does and aim to add their relevant domain experience to the opportunity, the 'sell' to investors is not a 'product sell' but a 'commercial opportunity sell'.

#### **Management team**

This is the number one, most important criterion for investors. Investors (people) invest in people.

*Question: how well would you need to know someone before you gave them €100,000 of your own money?*

Investors spend a great deal of time becoming comfortable with the management team and the business. They will assess your knowledge of the market, the opportunity and your ability to execute the business plan. The management team's track record will be assessed.

Using advisors and/or non-executive directors will add further credibility to your proposition.

A management team consists of more than one person – investors do not usually back one-man bands.

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<sup>8</sup> InterTradeIreland, May 2011, survey of venture capital fund managers on the Island

<sup>9</sup> Health warning: some investors do take a different view on the top criteria – it is worth finding what is attractive to any particular investor with whom you are talking



They usually also avoid family businesses with family members (husbands, wives, brothers, sisters, etc.) being actively involved in the management of the business. Investors do not want to add the potential for family relationship breakdown to their list of risks.

Investors like to see at least the core of a developed management team. Early stage businesses in particular often do not have a full time team. Therefore your business plan needs to address how you plan to fill the gaps in the management team as the business grows and develops.

### **Exit potential**

This is another critical criterion, the second most important.

It is important to recognise that investors want to make as much money as possible from their investment. That is the business that they are in.

Typically an investor will seek to invest at €1 per share and sell at €7 or more per share. Whilst that is the usual aim, outcomes can be lower than this.

Most investors invest for a capital gain at the end of the investment. They do not want to be locked into a company 'forever'. Venture capital funds have a typical life of ten years so that they must make and realise their investments in that time frame. Business angels do not have the same constraints but they still wish to realise their investment, typically in a five year time frame.

Consequently investors seek capital plays rather than income plays (e.g. annual dividends).

There are three main investor exits. They are a share buyback, an Initial Public Offering ('IPO') and a trade sale.

- A **share buyback** is where the company or the other shareholders buy the investor's shares. It is the most unattractive option as it will lead to the investor and the other shareholders being in serious conflict at exit: the investor wants the company to be valued as high as possible whilst the other shareholders will want the company valuation to be as low as possible. Share buybacks do happen but are not preferred at the outset by investors;
- An **IPO** is listing the company's shares on a recognised stock exchange and, in theory, the investor is free to sell its shares on the open market. However, selling a significant amount

of shares in a relatively young thinly-traded<sup>10</sup> public company is likely to have a hugely negative impact on its share price (it will bomb!) and is, therefore, usually not a cash exit for investors; and

- Usually the best exit option to maximise investment sale proceeds is a **trade sale for cash**, where all shareholders exit at the same time as the entire company is sold to a third party (usually another corporate). This alignment of interest means everyone wins and is in stark contrast to the share buyback mentioned earlier. The business plan should mention any mergers and acquisitions (M&A) activity in your industry that would give some substance to the trade sale aspiration.

Other exits exist (such as secondary buy-outs<sup>11</sup>, management buy-outs (MBOs) and liquidation (both solvent and insolvent)) but the one that maximises value for all is the trade sale.

*Tip: the best exit is a trade sale for cash...it usually maximises value for all shareholders*

## **Revenue potential**

This is the third most important criterion.

The revenue potential needs to demonstrate that your company is scalable; scalable enough to yield the significant return sought by an investor.

Anything that you can do to demonstrate this is important:

1. Stating the scale of your existing orders and sales funnel<sup>12</sup>;
2. The size of the market – it needs to be big enough (usually involving international sales) to build a significant business; and
3. Evidence of any other business in your industry showing similar growth to the growth that you are planning.

*Tip: the revenue potential of your company must demonstrate a scalable business that is capable of producing significant returns for an investor*

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<sup>10</sup> Thinly traded means that the volumes of shares traded each day is low compared to the number of shares in issue

<sup>11</sup> Secondary buy-out: where another investor buys the existing investor's shares

<sup>12</sup> Also known as the sales pipeline

## 4. Company executive summary

The executive summary is the most important part of any business plan.

It should be prepared last and should summarise the main points of the investment proposal to potential investors. It is the hook that should attract the reader's attention and get them to want to read further.

*Tip: The best business plans have a great executive summary – the point of an executive summary is to succinctly sell the investment opportunity, not to just describe the business*

Ideally the executive summary should be no longer than one to two pages long. The summary should set out clearly and concisely the main aims and purpose of the business. It should answer the reader's basic questions in a clear, concise and punchy manner.

The summary should address the issues clearly upon which the decision to invest will be made. If, after reading the executive summary, an investor understands what the business is about and is keen to know more, then the summary has done its job.

The critical points of the financial projections should be addressed in the summary – breakeven points, maximum funding requirements, etc.

It should set out the key strengths of the business be it management, product benefits or market sector. It should detail whether any events such as product licensing or regulatory approval are necessary in order for the business to succeed. It should also address the key risk factors of the proposed venture.

### Key elements

The key elements are:

1. **The Opener:** start with the most convincing statement of why you have a great idea. Often this is about the uniqueness of your solution to address a big problem. Keep it specific and not woolly. If you are already working with world class people, companies or founders that have done it before then mention them here;

2. **The Problem:** explain clearly the pain point (could be current or emerging) being experienced by your customers that you are proposing to solve. This gives the context to establishing your value proposition;
3. **The Solution:** state what you are offering to whom. Is it software, hardware/product, service or a combination? Do not use acronyms but explain in plain language what you have that provides a compelling solution to the problem identified. You may need to explain how you fit into the value chain or distribution channels and why the players in your industry will be keen to work with you. If you have customers and revenue then state that clearly. If not then state when you will;
4. **The Market Opportunity:** explain the market (segmentation, size in value, growth, drivers and influences, how many customers and competitors). Targeting a reasonable percentage of a well-defined growing market will be more compelling than a micro percentage of a very large mature market. Make sure that any values stated are about the target addressable market in which you are operating;
5. **Competitive Advantage:** you have competition – if you do not then there is no market for your solution. As a minimum you are competing with the way business is currently being done. Someone, somewhere in the world, is probably doing what you are proposing to do. So, you need to state clearly what your sustainable competitive advantage is. ‘First mover advantage’ as your sole competitive advantage rarely convinces investors; you need to state clearly your unique benefits and advantages;
6. **The Business Model:** state how you are going to generate revenue and from whom. You need to demonstrate how your model is scalable and how (what metrics? – customers, licences, units, revenues, margins) the business will be assessed. State what levels will be reached in three to five years;
7. **The Management Team:** the number one criterion used by investors. Explain why your team is destined to succeed. Avoid summary CVs – relate individual team member’s experience to the factors that will make the business flourish. Name drop big branded companies that any of team has worked for if you can;
8. **The Reward:** your summary financial projections need to demonstrate that a significant return will be achieved for your investors’ capital. If these are not believable then everything that you have done is wasted. You should show, in summary form, three to five years revenue,

overheads, losses/profits, cash balances and headcount – in some cases, it may make sense to include a key driver like number of customers or units shipped; and

9. **The Funding Requirement:** state how much you are raising now. This should be enough money to enable you to reach the next significant milestone. If there will be a future funding round then give an indication of the scale of that round.

The executive summary should not be an extended contents page. It should engage the reader and encourage them to read more. It has to convey the message of the business idea concisely and clearly, missing nothing out and adding nothing new in. It is exactly what it says – it is a concise summary of the business plan.

An executive summary can also be very useful when you wish to give someone with limited time a flavour of your business. A brief, punchy executive summary that grabs the attention could lead to an investment or, indeed, any beneficial business relationship.

A one page flyer, based on the executive summary, can be a useful ‘teaser’ document to send to potential investors. A format, an Investment Summary used by HBAN, is included in the Appendix A.

## 5. Business plan

*Tip: A compelling and fully costed business plan is essential.*

Investors recognise that the outcome may be different, particularly so in ‘start-up-land’<sup>13</sup>. However, it remains important to write down plans and goals.

There are plenty of standard business plan templates available. Some of these take the form of a series of questions that the promoter answers and, quite honestly, they look exactly like a set of answers. Sometimes the promoters even leave the questions in as well...not impressive...

It is better to use a methodological approach to preparing the business plan, perhaps using a tool like the Business Cube to answer the fundamental questions.

The Business Cube<sup>14</sup> uses a set of related topical questions that, when considered, come together to complete a section of the plan. Take a bit of time to think about the answers to the questions, they really are thought provoking and very probing. Once these are all answered, they can then be distilled down into concise, punchy paragraphs to convey the message.

Other methodologies and templates are available including a business plan template from the Dublin Business Innovation Centre<sup>15</sup>.

A well thought through business plan makes for a credible proposition as it demonstrates careful consideration has been given to the business and its plans for growth.

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<sup>13</sup> New young companies in the early stages of development

<sup>14</sup> More information on the Business Cube:

<http://www.intertradeireland.com/media/intertradeirelandcom/businesssupport/equitynetwork/Business%20Planning%20Tool%20-%20Business%20Cube%20methodology.pdf>

<sup>15</sup> Visit [www.dbic.ie](http://www.dbic.ie) for further information

## 6. Funding requirements

Most companies lose money in the early years – this is not unusual.

More recently, the cost of building a business has fallen so that the funding requirements should not be as high as they used to be.

### **Historical trading information**

Standard financial information in the business plan would be summary historical profit and loss accounts and balance sheets for the years of trading to date, if available, with a brief commentary on them.

Detailed accounts should be included in the business plan appendices.

### **Financial projections**

The business plan should include projected profit and loss accounts and projected balance sheets along with cash flow statements. Again, these should be summarised in the main text of the business plan along with a commentary.

Projections need to be realistic and stated monthly for the first year and either quarterly or annually after that (detailed projections should be included in the business plan appendices).

Crucially, the assumptions underlining the projections need to be clearly stated.

***Tip: It is important that the company's management team understand and be on top of the numbers.***

This does not mean that you need to become an accountant but it is vital that when questioned on the numbers, you are able to know what is being asked and to satisfy the investor that you are on top of the numbers.

### **Professional help with projections**

It is worthwhile getting professional assistance from an accountant to prepare financial reports and the projections but entrepreneurs still need to know what they mean.

## How much to raise?

With an early stage company, a rule of thumb would be to raise 18 months' worth of cash. This provides 12 months to achieve whatever milestones are required to support a further funding round and another six months to raise that funding round.

This ideal may be too high and, therefore, is not always possible to raise. However it can be a useful target.

Costs are generally known but future revenue is not guaranteed so that any formula used to calculate monthly cash burn<sup>16</sup> should give some assurance that the amount being raised will last 18 months.

Therefore, the definition of one month's cash is:

$$\text{Gross costs per month less secured-only revenue}^{17} \text{ per month}$$

## Use of funds table

You should clearly state for what the money being sought will be used. An application of funds table like the following would benefit your proposition:

Use of funds	€000s <sup>18</sup>
Development costs	250
Working capital	100
Business development	200
Capital expenditure	150
Headroom (contingency)	150
<b>Total</b>	<b>€850</b>

<sup>16</sup> Cash burn refers to the amount of cash being used by a business

<sup>17</sup> Cash received from customers

<sup>18</sup> The figures are illustrative only and do not represent a recommended use of funds allocation – this will vary with each different business



### Source of funds table

Equally you should also have a source of funds table like the following.

*Tip: Investors rarely want to 100% fund a business and will take comfort from other funders.*

Source of funds	€000s <sup>19</sup>	Status
Promoters	250	Committed
External equity – private investors	250	Pitching
External equity – Business Angel co-investment funds or public investors	250	Subject to matching
Government agency – grant	50	Subject to others
Bank debt	50	Credit committee
<b>Total</b>	<b>€850</b>	

Both of these tables' totals should equal.

Investors also want promoters to have 'skin in the game' with a cash equity investment in the company. Founders working for nothing or low salaries are 'givens' for young companies and will be reflected in the company's valuation.

*Tip: Founders should have ideally had made or intend to make a cash equity investment in the company, i.e. have 'skin in the game'*

<sup>19</sup> Again, the figures are illustrative only and do not represent a recommended source of funds allocation – this will vary with each different business and whether the company is in Ireland or Northern Ireland

## 7. Valuation and terms of investment

Valuing young companies is very challenging and is very much an art rather than a science.

The valuation needs to be low enough to ensure an investor can achieve an attractive return. It needs to be high enough to keep existing shareholders incentivised.

Valuing a company is how an equity deal is 'priced'. Valuation is not the only issue – the terms of an investment are also important.

### **Degree of influence**

An investor will want to have influence, supported by its percentage equity stake, in a company. Therefore, low percentages of the equity on offer are unlikely to attract an investor.

Many equity deals are for between 20% and 40% of the equity with 25% to 30% being common.

*Tip: Have a realistic valuation expectation – the investor has to make an attractive return on his investment*

### **Valuation multiples/metrics**

Where there is revenue and/or profits, various multiples or metrics can be applied to establish a valuation. These metrics can also be applied to future revenue and/or profits and discounted back to today's value.

Examples include:

- A multiple of recurring revenue;
- A multiple of EBITDA<sup>20</sup>;
- A multiple of profit after tax; and
- A value for every active user/customer.

Investors are very interested in the potential future value as discussed earlier in the Exit section.

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<sup>20</sup> EBITDA – earnings before interest, tax, depreciation and amortisation

Therefore, any multiples and metrics arising from companies being sold in your industry are important to highlight if available.

Studying companies sold in your industry may reveal what multiples are relevant. Public companies have to disclose transaction details but private companies do not. As a result, gaining close examples to your company may be a challenge.

However, knowing something about this is likely to impress on an investor that you understand their needs.

A simplistic example of a valuation based on future profitability is set out in the table below.

Valuation based on future value – illustration only	€000s <sup>21</sup>
Future EBITDA	3,000
Multiple <sup>22</sup> – say	4
Future enterprise value <sup>23</sup>	12,000
Future debt – say	2,000
Future equity value <sup>24</sup>	10,000
Return required – say	10 times
Therefore, value today	1,000
Equity amount sought – say	300
Therefore, equity stake required (300/1000)	30%

In this example, the valuation of €1 million is the post-money valuation, i.e. the value after your cash investment is made.

The pre-money valuation (i.e. the value of the company's equity prior to your investment) is, therefore, €700,000.

<sup>21</sup> The figures are illustrative only and do not represent any preferred outcome – this will vary with each different business

<sup>22</sup> The potential multiple is specific to a particular industry and a company's stage of development – multiples can be lower or higher than the four in this example

<sup>23</sup> Enterprise value is the value of company (i.e. before the deduction of debt)

<sup>24</sup> Equity value is the value of the entire issued share capital of the company and is the value attributable to shareholders

## **Terms of investment**

The principal terms and conditions of an equity investment are usually stated in a term sheet (see Appendix B for a sample HBAN term sheet).

***Tip: An equity deal is not just about the headline valuation***

Valuation is important but the other terms of an investment are important too.

Investment terms and conditions include the following:

- Amount and use of investment;
- Percentage ownership;
- Equity and debt structure;
- Dividend and interest (if applicable) rights;
- Voting rights;
- Management incentive schemes;
- Exit arrangements;
- Management changes;
- Investor board representation;
- Investor veto rights;
- Reporting requirements and consequence of failure;
- Costs and confidentiality; and
- Steps to closing.

## **Legal agreements**

It is essential that the terms of your investment is outlined in appropriate legal agreements.

The principal legal agreements are:

- Investment agreement (sometimes called a shareholders agreement);

- Articles of association (as amended); and
- Directors' service agreements

### **Liquidation preference**

A term to watch out for is a liquidation preference.

Despite its name, this is not exclusively about when the company goes into liquidation.

In this case 'liquidation' refers to any liquidity event (e.g. when any of the exit mechanisms discussed earlier occurs or when the company goes into liquidation).

There are two types of liquidation preference:

- 'Soft' liquidation preference<sup>25</sup>: on a liquidity event, the holder of shares having a soft liquidation preference will have the right to receive the higher of their money back *or* the percentage shareholding that they hold in the company;
- 'Hard' liquidation preference<sup>26</sup>: on a liquidity event, the holder of shares having a hard liquidation preference will have the right to receive their money back *plus* the percentage shareholding that they hold in the company.

As an entrepreneur, if a liquidation preference is being sought then a soft liquidation preference is better for you.

The following table illustrates how each works. As the exit proceeds increase, the effective percentage of total proceeds attributable to the investor will fall. Therefore, whilst a liquidation preference can increase the investors' share of the proceeds, it generally considered to be a downside mechanism by investors as it attempts to return at least the original amount invested.

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<sup>25</sup> 'Soft' liquidation preference is not a term in general use but is used here for convenience

<sup>26</sup> 'Hard' liquidation preference is not a term in general use but is used here for convenience. This type of liquidation preference is commonly called a 'double dip'

€2,000 investment	No liquidation preference €000s <sup>27</sup>	'Soft' liquidation preference €000s <sup>28</sup>	'Hard' Liquidation preference €000s <sup>29</sup>
Equity exit – total proceeds	3,000	3,000	3,000
Liquidation preference (1X)	Nil	2,000	2,000
Proceeds after preference	3,000	1,000	1,000
Investor's share – say 50% <sup>30</sup>	1,500	Nil	500
Total investor proceeds	1,500	2,000	2,500
<b>Investor proceeds as a % of total proceeds</b>	<b>50%</b>	<b>66.7%</b>	<b>83.3%</b>

As the table implies, the liquidation preference may be higher than 1X (one times investment). Deals have been completed at 2X, 3X, 4X and higher.

*Tip: An apparently attractive high valuation can be undermined by high liquidation preference multiples.*

### **Instruments – types of shares**

Cash is invested in a company through one or more financial instruments. A financial instrument is the form that an investment takes.

If you are investing under a government tax incentive scheme then the instrument type you can use may be restricted so that seeking professional tax advice before completing a deal would be essential if you are investing in this way.

The principal instruments are:

*Ordinary shares*

<sup>27</sup> The figures are illustrative only

<sup>28</sup> Again, the figures are illustrative only

<sup>29</sup> Once again, the figures are illustrative only

<sup>30</sup> This assumes that the investor has a 50% equity stake

This is the most basic form of shareholding in a company. Ordinary shares receive any dividends and exit proceeds after all creditors, debt and other share classes are paid. The amount received per share is pro-rata to the total number of ordinary shares in issue.

The total number of ordinary shares that you hold divided by the total ordinary shares in issue gives your percentage ownership of the company.

### *Preference shares*

Preference shares provide the holder with a preference to dividends and exit proceeds over ordinary shareholders. This preference is usually fixed although a variable element can be used.

### *Preferred ordinary shares*

Venture capitalists use this type of share to provide the benefits of ordinary shares and preference shares in one instrument.

Liquidation preference rights (see above) are usually provided for in preferred ordinary shares.

### *Convertible loans*

Cash can be invested as a loan that can be converted, usually at the holder's option, into shares (usually ordinary shares) at some point in the future. The loan can also carry an interest rate although any payment of interest is usually rolled up to a future date.

The basis of conversion (i.e. valuation of the company) can be set at a later date. For example, the valuation used by a future equity funding round (sometimes at a discount to compensate for the 'early risk' taken by the investor) could form the basis for the conversion.

## **Anti-dilution protection**

Particularly in the case of an agreed high valuation, investors will seek anti-dilution protection if there is a future 'down round'.

A 'down round' is where a subsequent valuation per share is lower than the previous valuation. In this case, anti-dilution protection re-prices the previous round to the new round's valuation and will give the existing investor extra shares (at a nil or nominal price) as compensation.

### **Drag and tag provisions**

These provisions apply where shares are being sold post investment. Usually drag and tag provisions go hand-in-hand.

A **drag provision** compels other shareholders to sell their shares at the same price as the selling shareholders.

For example, 51% of shareholders wish to sell their shares to a third party and as long as 51% is at or higher than the trigger level<sup>31</sup> then the remaining shareholders can be compelled to sell on the same terms and conditions.

A **tag provision** provides other shareholders with the ability to sell their shares at the same price as the selling shareholders.

For example, 51% of shareholders wish to sell their shares to a third party and as long as 51% is at or higher than the trigger level then the remaining shareholders can join the selling shareholders and can sell their shares on the same terms and conditions.

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<sup>31</sup> The trigger can be any agreed percentage



## 8. Conclusion

Raising external equity is very different to raising other types of finance.

Here is a reminder of the tips:

- The relationship between investor and entrepreneur is like a marriage but one with a planned divorce;
- Starting building the relationship early, ideally before you need any money;
- Undertake due diligence on your potential investor and find out what is attractive to them;
- Make sure that every contact with a potential investor addresses the top three investment criteria (management, exit and revenue potential) in some form;
- The best exit is a trade sale for cash...it usually maximises value for all shareholders;
- The revenue potential of your company must demonstrate a scalable business that is capable of producing significant returns for an investor;
- The best business plans have a great executive summary – the point of an executive summary is to succinctly sell the investment opportunity, not to just describe the business;
- A compelling and fully costed business plan is essential;
- Be on top of, and understand, the numbers;
- Founders should have ideally had made or intend to make a cash equity investment in the company, i.e. have 'skin in the game';
- Have a realistic valuation expectation – the investor has to make an attractive return on their investment;
- An equity deal is not just about the headline valuation; and
- An apparently attractive high valuation can be undermined by high liquidation preference multiples.

Raising external equity is rewarding and worthwhile if it accelerates the growth of your business. If an external investor is getting an attractive return then you are likely to be getting an even better return.

This is a win-win.

Now, you are equipped to raise equity capital.

## Appendix A

### One page investment Summary Example

#### Company Profile: Attractive Company Limited

**One Line Pitch:**

Attractive Company Limited (ACL) is seeking equity funding of €750,000 for sales & marketing expansion and for the hiring of key staff to build an affiliate network for international sales.

**Business Summary:**

ACL provides cost effective solutions to customers with a well understood need. Using the cloud, customers experience benefits faster and more efficiently than other solutions on the market.

**Company:** Attractive Company Ltd

**Stage of Development:** Start-Up

**Investment Required:** €750,000

**Sector:** Technology-Software

**Skills Sought:** Finance; Marketing

**Revenues:**

2013:	€213,000
2014:	€2,475,000
2015:	€6,511,000

**Present Position:** The product has been developed and has undergone pilots in Ireland. The system is fully functional in Ireland and the UK and a new property can be switched on within a week.

**IPR Position/Strategy:**

ACL has developed its own software and owns the IP. The intention is to establish and grow the ACL brand rapidly in its key markets.

**Sales & Marketing:**

ACL will focus on its target customers with Ireland, UK and USA being targeted initially. For larger customers there will be a direct sales approach with a list of prospects identified and engagement already progressing. Two experienced senior industry experts will be hired. For smaller customers ACL will conduct an extensive marketing campaign.

**Financial Information (EUR):** Customer pays €50 per month for entry-level system. The target number of customers will rise from 340 in 2013 to 4,088 in 2015.

**P&L Summary**

'000s	2013	2014	2015
Total Sales	xxx	xxx	xxx
COS & Overheads	xxx	xxx	xxx
<b>EBITDA</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>
Margin	-	xx%	xx%
Employees	10	17	24

**Target Market: The Opportunity**

There are 12,000 customers in the UK, 55,000 in the US and 900 in Ireland. In Europe, there are over 132,000 customers. Additional opportunities exist in other international markets.

**Management & Shareholding:**

**John Experienced, Founder & CEO:** 25 years' experience in global sales & service management with BigCo. Founder of innovation consultancy, working internationally on customer-experience projects in multiple sectors.

**Joe Brains, CTO:** Over 20 years' experience on CRM and mobile projects working with private and public organisations.

**Mary Smith, COO:** Over 25 years' experience in ramping and running technology businesses.

## Appendix B

### Sample term sheet<sup>32</sup> (no values)

*This document is for guidance only and neither HBAN nor Venture Legal Services (who have prepared this sample term sheet for HBAN), nor EBAN, shall have any responsibility or liability for actions taken based on the information contained in this document or any loss or damage arising out of use of this document.*

*Venture Legal Services is a modern law firm advising corporate and private clients with a particular focus on the angel, start-up and venture capital sectors.*

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<sup>32</sup> This sample term sheet was prepared in compliance with Irish law, which means that in other countries, legislation may differ.

**Term Sheet in Respect an Investment of up to €[•] in [Company]**

- |    |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Company                | [Company]                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. | Founders               | [Name1], [Name2] & [Name3]                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3. | Investors              | [Investor1] [The lead investor(s)], [Investor2] & [Investor3]. [The lead investor(s) shall be authorised to represent the interest of the investors collectively in relation to the company.]                                                                                                                                                                                                                                                                    |
| 4. | Investment Security    | [Ordinary shares of [€0.01] each]/[Preference Shares of [€0.01] each]/[6% Convertible Loan Notes]                                                                                                                                                                                                                                                                                                                                                                |
| 5. | Closing Conditions     | <ul style="list-style-type: none"> <li>• Completion of due diligence satisfactory to the Investors</li> <li>• Satisfactory assignment of IP rights to the company</li> <li>• [Incorporation of reincorporation in Ireland]</li> <li>• [Other (if applicable)]</li> </ul>                                                                                                                                                                                         |
| 6. | Pre-money valuation    | €[•] on a fully diluted basis including an unallocated employee share option plan (“ESOP”) of up to [•]% and on the basis that the Investors would hold no less than [•]% of the company on a fully diluted basis after Closing.                                                                                                                                                                                                                                 |
| 7. | Capital Table          | The Company’s capital structure before and after Closing is set out in Schedule 1                                                                                                                                                                                                                                                                                                                                                                                |
| 8. | [BES                   | The company will on prior to Closing deliver to the investors a RICT Outline Approval and will use its best endeavours to secure full RICT Approval as soon as possible after Completion.]                                                                                                                                                                                                                                                                       |
| 9. | Liquidation Preference | <p>In the event of a (i) liquidation (ii) sale or (iii) exclusive license or other disposal of substantially all of the equity or assets of the company (an “Exit”), The Investors shall be entitled to receive the higher of:</p> <p>(a) The amount of €[•] being the amount invested by the investors plus any declared but unpaid dividends; or</p> <p>(b) The investors’ pro rata share (based on their ownership of shares) of such assets or proceeds.</p> |

10. Protective provisions	The consent of the holders of a majority of the securities held by the Investors (an “ <b>Investor Majority</b> ”) shall be required for any of the matters listed in Schedule 2, Part A. The consent of the Board shall be required for any of the matters listed in Schedule 2, Part B.
11. Conversion	The Investor Shares shall convert 1:1 to ordinary shares at any time at the option of the holder, subject to adjustments for stock dividends, splits, combinations and similar events and as described below under “Down Round Protections”.
12. Down Round	<p>[Alt1: If the Company issues additional securities at a price per share less than the Conversion Protection Price then the Conversion Price shall be adjusted on a weighted average basis in line with the following formula:  <math>CP2 = CP1 \times (A+B) / (A+C)</math> where:</p> <p>CP2 = Conversion Price in effect immediately after the new issue          CP1 = Conversion Price in effect immediately before the new issue          A = total number of shares on a converted basis          B = aggregate consideration received by the Company under the new issue divided by CP1          C = number of shares issued in the share issuance.]</p> <p>[Alt2: No price based on the down round protection]</p>
13. Pre-emption	All shareholders will have a pro-rata, without obligation, to participate in subsequent financings of the company (subject to customary exceptions). Any shares not subscribed for may be reallocated among the other shareholders. Each Investor may assign this right to any affiliate or family member.
14. First Refusal & Tag Along	The Investors shall have a pro rata right, without obligation, to participate on identical terms in transfers of any shares of the Company, and a right of first refusal on such transfers (subject to customary permitted transfers, including transfers by Investors to affiliates or family members). Any shares not taken up by the Investors will be offered to the other shareholders.
15. Drag Along	In the event that the holders of a majority of the Ordinary Shares wish to accept an offer to sell all of their shares (or otherwise transfer effective control of the Company) to a third party then subject to the approval of the

	Investor Majority and the Board, all other shareholders shall be required to sell their shares or to consent to the transaction on the same terms and conditions subject to the Investors' liquidation preference.
16. Non-Competes	Each Founder will enter into an employee agreement (containing customary non-compete and non-solicitation obligations) in a form reasonably acceptable to the Investors and shall agree to devote their entire business time and attention to the Company and not to undertake additional activities without the consent of the Investor Majority. A material breach of any of those undertakings will result in dismissal for the cause of such founder.
17. Vesting	Shares held by the founders will be subject to reverse vesting provisions over three years as follows: [25% to vest one year after Closing and the remaining 75% to vest in equal monthly instalments over the next two years]. If a Founder leaves the Company voluntarily or is dismissed for cause, they shall offer for sale to the Company (with a secondary purchase option for the Investor) any unvested shares at the subscription price therefor.
18. Board	The board shall consist of a maximum of [three] directors. The shareholders other than the Investors shall have the right to appoint two members to the board and the Investor Majority shall have the right to appoint one member or one observer to the board. The Company shall pay the Investor Majority representative so appointed a monitoring fee of €[•] per annum.
19. Information Rights	Each Investor will be entitled to receive from the Company monthly management accounts (within 5 days of each month end), annual financial statements (within 90 days of each year end) and such other information as each Investor may reasonably require.
20. Documentation	The Investors' counsel will draft the documentation necessary to implement the investment, which shall include customary covenants, representations and warranties of the Company (limited to a maximum of the investment amount) and the Founders (limited to a maximum of 25% of the investment amount).



21. Key man insurance      The Company will [at/as soon as practicable after] closing put in place key man insurance in favour of the Company of no less than €[•] over the lives of [Founder1, Founder2, & Founder3].
22. Expenses                The Company shall bear the reasonable expenses of one counsel to represent the interest of all Investors, not to exceed €[•]. [*The Company shall on the date of execution of this Term Sheet make a prepayment in the amount of €[•] in respect on the Investors' expenses as aforesaid.*]
23. Exclusivity              In consideration of the Investors committing time and expense in progressing the fundraising contemplated under this Term Sheet, the Company and the Founders agree not to discuss, negotiate, or accept any proposed sale, investment or other transaction which might conflict with the terms of the investment contemplated hereby for 60 days from the date of execution of this Term Sheet.
24. Confidentiality        The Company and Founders agree to treat this Term Sheet confidentially and will not distribute or disclose its existence or contents outside the Company without the consent of the Lead Investor, except as required to its shareholders and professional advisors.
25. Legal effect             This Term Sheet is not intended to be legally binding, with the exception of paragraphs 22, 23, 24 & 25, which are binding upon the parties hereto and shall be governed and constructed in accordance with the law of Ireland.

**Schedule 1: Capital Structure before and After Closing**

Part A: Capital Structure before Closing

Shareholder	Class of share	No. of shares	Issue Price	Shareholding
Founder 1			€•	•%
Founder 2			€•	•%
Founder 2			€•	•%

Part B: Capital Structure After Closing

Shareholder	Class of share	No. of shares	Issue Price	Shareholding
Founder 1			€•	•%
Founder 2			€•	•%
Founder 3			€•	•%
Investor 1			€•	•%
Investor 2			€•	•%
Investor 3			€•	•%
ESOP			€•	•%

**Schedule 2: Protective Provisions**

Part A: Matters requiring the approval of an Investor Majority

The Company shall not without prior written approval of the Investor Majority consent:

1. vary in any respect its articles of association or the rights attaching to any shares of the Company; or
2. increase the amount of its issued share capital, grant any option or other interest (in the form of convertible securities or in any other form) over or in its share capital, redeem or purchase any of its own shares or effect any other reorganisation of its share capital; or
3. issue any loan capital or enter into any commitment with any person with respect to the issue of any loan capital; or
4. apply for the listing or trading of any shares or debt securities on any stock exchange or market; or
5. pass any resolution for its winding up or present any petition for the appointment of an examiner (unless it has become insolvent); or
6. incorporate any subsidiary or acquire shares in any other Company or participate in any partnership or joint venture (incorporate or not); or

7. close down any business operation or dispose of or dilute its interest in any of its subsidiaries from time to time; or
8. amalgamate or merge with any other company or business undertaking; or
9. enter into any transaction or arrangement of any nature whatsoever (other than service contracts approved by the Board) with any of the Company's members or directors or any person who is connected to any of its members or directors whether or not any other person shall be party to such transaction or arrangement; or
10. enter into any arrangement, contact or transaction outside the normal course of business or otherwise than on arms' length in terms; or
11. enter into, as lessor or as lessee, any operating lease (as defined in Statement of Standard Accounting Practise 21) for a duration exceeding five years or involving aggregate premium and annual rental payments in excess of [€50,000]; or
12. grant any rights ( by license or otherwise) in or over any intellectual property owned or used by the Company in the ordinary course of business; or
13. create or permit to be created any mortgage, charge, encumbrance or other security interested whatsoever on any material asset or the business of the Company in whole or in part or any of its shares, other than (a) liens arising in the ordinary course of business, and (b) any charge arising by the operation or purported operation of title retention clauses and in the ordinary course of business; or
14. establish or amend any profit-sharing, share option, pension scheme, bonus or other incentive scheme of any nature for the directors, officers or employees; or
15. agree to remunerate (by payment of fees, the provision of benefits-in-kind, or otherwise) any officer of or consultant to the Company at a rate in excess of €[•] per annum or increase the remuneration of any such person to a rate in excess of €[•] per annum; or
16. enter into or vary any contract of employment providing for the payment or remuneration (including pension and other benefits) in excess of a rate of €[•] per annum or increase the remuneration of any staff (including pension and other benefits) to a rate in excess of €[•] per annum.

Part B: Matters requiring the approval of the Board

The Company shall not without prior written approval of the Board consent:

1. adopt or amend its annual Business Plan, or enter into any contact or commitment not provided for in the Business Plan under which it may incur costs in excess of €[30,000], or which may not be influenced or completed within the period of one year; or
2. make agreement with any revenue or tax authorities or make claim, disclaimer, election or consent exceeding €[30,000] for tax purposes in relation to the Company or its business; or
3. change either (a) the Company's auditors, or (b) its financial year end; or
4. make or permit to be made any material change in the accounting policies and principles adopted by the Company in the preparation of its audited and management accounts except as may be required to ensure compliance with the relevant accounting standards under the Companies Acts 1963 to 2009; or
5. declare or pay any dividend that exceeds in any year [20]% of its post-tax deductible profits as shown by the audited accounts for that year, or make any other distribution (by way of capitalisation, repayment or in any other manner) out of its distributable profits or any of its reserves; or
6. make any loan (otherwise than by way of deposit with a bank or other institution in the normal business of which includes the acceptance of deposits) or grant any credit (other than in the normal course of trading) or give any guarantee (other than in the normal course of trading) or indemnity; or
7. give any guarantee, suretyship or indemnity to secure the liability of any person or assume the obligation of any person; or
8. open or close any bank account or alter any mandate given to the Company bankers in relation to any matter concerning the operation of the Company's bank accounts; or
9. Dismiss any director, officer or employee in circumstance in which it incurs or agrees to bear redundancy or other costs in excess of €[30,000] in total; or
10. institute, settle or compromise any legal proceedings (other than debt recovery proceedings in the ordinary course of business) instituted or threatened against the Company or submit to arbitration or alternative dispute resolution any dispute involving the Company.

#### **TERM SHEET GUIDANCE NOTE**

- |             |                                                                                                                                                            |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Company  | This section should set out the full corporate name (incl. any registered business name(s)) of the company that will issue shares to the investors.        |
| 2. Founders | These are the people that are leading the growth of the Company. They will typically be asked to give various commitments in relation to the status of the |

		Company at closing ('warranties'), in relation to how the Company carries on its business and to protect the Investors' interests.
3.	Investors	Self-explanatory. It is important for angels to agree a mechanism to allow the Company to deal with only one (or at least a small number) of the angels to avoid 'swamping' the executive team.
4.	Investment Security	<p>Typically investors will invest in either ordinary shares (ranking alongside the Founders), preference shares (ranking ahead of the Founders in certain respects (but unable to avail of certain tax incentives in Ireland and UK)) or convertible loan notes (transferable loans that are convertible into shares in certain circumstances).</p> <p>Founders will typically prefer to issue ordinary shares – the Investors and the Founders will sit side by side and rank equally. Investors may require various preferential rights, in which case they will wish to receive preference shares. In some cases (eg where valuation cannot be agreed or where a further fundraising is contemplated shortly at a higher valuation) a convertible loan note may be an appropriate investment security. Convertible notes are generally least common in an Irish context.</p>
5.	Closing Conditions	The investment agreement will set out the matters that must be done before closing can occur.
6.	Pre-money Valuation	Both sides must fully understand the valuation and its implications. A convertible loan note can be used effectively to postpone a difficult valuation discussion. Basic explanations of pre-money and post-money valuation are available online and US and UK articles will generally be relevant in an Irish context without change.
7.	Capital Table	This provides a useful snapshot of the Company's capital structure before and after completion. It should always be verified against the original statutory registers at the time of closing.
8.	BES	Business Expansion Scheme (BES) and Enterprise and Investment Incentive Scheme (EIS) in Ireland and Enterprise Investment Scheme (EIS) in the UK all offer tax advantages (subject to certain conditions) for investors in certain companies.

9.	Liquidation Preference	The Liquidation Preference describes the preferential rights of investors in the event of a sale, stock market listing or other liquidity event in relation to the Company. They do not apply only in cases of liquidation/winding up. After price, they are typically thought to be the second most important commercial term since they determine how the proceeds of a transaction are divided among the shareholders.
10.	Protective Provisions	These are typically structured as a series of positive (ie the Company will do A, B and C) and negative (ie the Company will not do X, Y and Z without consent) commitments. The Founders will typically be asked to support these commitments personally. This should be fine provided some safeguards are adopted. Where there are multiple investors, the protective provisions should be structured so that no single investor (or small but vocal minority) should be able to exercise the protective provisions to the detriment of the interests of the Company or the majority of the investors.
11.	Conversion	This is only applicable to preference shares. Conversion rights are the mechanism whereby investors convert their preference shares to ordinary shares in the event of a sale or other similar transaction.
12.	Down Round	Sometimes also called anti-dilution protection (even though it is something of a misnomer), this clause - if adopted - seeks to protect the investors from the diminution in the value of their initial investment where the Company subsequently raises money at a lower price per share.
13.	Pre-emption	This refers to the shareholders' rights to participate in future funding rounds so as to maintain their initial ownership percentage. This is one of the most fundamental rights for early stage investors and they should plan to follow their money throughout the life-cycle of the Company.
14.	First Refusal & Tag along	First refusal rights give investors and others the right to buy shares which other company insiders wish to offer for sale. Tag along rights protect the interests of minority shareholders from an exploitative sale of a majority stake by the other shareholders from which certain shareholders' are excluded.
15.	Drag along	This is an important provision which should ensure that a small minority of shareholders cannot veto a transaction and thereby seek to secure better terms for themselves. It can also be used to deal with absent/missing shareholders in the context of a sale.

16. Non-competes	These are important to ensure that Founders cannot simply leave a business which has raised angel or other investment and reverse engineer around any applicable intellectual property rights.
17. Vesting	Usually adopted as reverse vesting in Ireland (for tax reasons primarily), this allows all or part of the shares held by early Founders to be gathered back into the Company (eg in order to be used to incentivise replacement staff) in the event a Founder departs the Company prematurely.
18. Board	Board composition is an important aspect of any company and the Founders will typically expect to maintain control at board level beyond the initial two stages of fundraising.
19. Information Rights	Minority investors will need express information rights to reflect the fact that the rights of shareholders to information under Irish law are weak.
20. Documentation	It is important to establish clearly who will do what and when to keep the process under control.
21. Keyman Insurance	Key man insurance is insurance taken out (and paid for) by a company against the lives of senior executives. It can facilitate a buyout of a deceased executive's shares or make it easier to recruit a replacement on an interim and a long term basis.
22. Expenses	It is customary for the Company to bear the costs of one legal (and sometimes also a financial advisor) to the Investors. It should be possible to agree fixed or capped fees in most cases.
23. Exclusivity	Given the time, energy and expense that goes into an investment it can be important to ensure that the prospective investors are not 'gazumped' and an exclusivity clause allows this to be done.
24. Confidentiality	It is typical to provide for confidentiality once negotiations are underway in earnest. In early discussions investors will be concerned not to be bound by confidentiality in respect of ideas that are unproven and unknown.
25. Legal effect	It should be clear what portions of the Term Sheet are intended to be legally effective and what parts are just a (usually non-binding) declaration of commercial intent.

