

FOUNDER WORKING DOCUMENT

Investor request tracker.

A practical, print-ready system for receiving diligence requests, assigning owners, controlling versions and recording what was shared.

COMPANY

FUNDRAISE / INVESTOR

TRACKER OWNER

LAST UPDATED

HOW TO USE IT

01 Log every request

Use one line per question or document requested.

02 Assign one owner

The owner coordinates the answer, even when others contribute.

03 Control the version

Record the exact file name, date and source of truth.

04 Review before sharing

Flag legal, tax, secretarial, privacy or commercial review.

05 Record disclosure

Note the recipient, permission level and date shared.

BEFORE YOU SHARE

- ☐ Correct file and current version
- ☐ Recipient and access permission checked
- ☐ Sensitive information reviewed

Investor request tracker

Use one row per request. Keep the exact file name and disclosure details so the team shares one controlled answer.

REQUEST	OWNER	STATUS	SOURCE / VERSION	REVIEW NEEDED	DUE DATE	SHARED WITH / ON
Example: current cap table	Founder	READY	CapTable_2026-08-13.xlsx	CS / counsel	15 Aug	Investor / 16 Aug
☐						
☐						
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STATUS KEY

NEW

IN PROGRESS

READY

GAP

REDACTION

SHARED

Do not mark an item READY until the correct version is located and checked.

Turn gaps into decisions.

Separate missing documents from questions that require judgment, professional review or a deliberate disclosure decision.

Gap and action plan

Use this sheet for missing, inconsistent or outdated information.

GAP / INCONSISTENCY	WHY IT MATTERS	NEXT ACTION	OWNER / DATE	RESOLUTION / EVIDENCE

QUESTION ROUTING

Who should review this?

- ☐ **Company secretarial**
Share capital, records and approvals
- ☐ **Legal**
Contracts, IP, disputes and disclosure
- ☐ **Tax / accounting**
Financials, forecasts, tax and liabilities
- ☐ **Internal owner**
Facts, source files and commercial context

Controlled sharing log

Record who received sensitive material and with what access.

DOCUMENT	RECIPIENT	ACCESS	DATE