



# PHUNDEX PATHWAY TEMPLATES

Our best practice Phundex Pathway Templates give you a streamlined way to manage processes and transactions.

November 2023



phundex

# PHUNDEX PATHWAY TEMPLATES

## Transaction Pathway Templates

- Asset Based Lending
- Asset Funding Application to Completion
- Business Acquisition
- Capital Raise
- Commercial Funding Application to Completion
- Commercial Real Estate Acquisition (in development)
- Due Diligence Process (coming soon)
- Jersey Private Fund Set-UP (NEW)
- Property Development Funding Application to Completion
- SME Venture Client Assessment to Funding
- Start-up New Equity Raise

# PHUNDEX PATHWAY TEMPLATES

## Process Pathway Templates - Governance

- Board Meeting Preparation
- Business Risk Management Process
- Data Sharing & Subject Access Checklist
- Data Protection Checklist
- Financial Processes
- Investment Committee Preparation Process
- OneDPA Data Protection Agreement (NEW)
- Regulatory Liaison Process
- SOC Audit Checklist

# PHUNDEX PATHWAY TEMPLATES

## Process Pathway Templates

- Client Onboarding Process **(NEW)**
- Disaster Recovery Plan **(Updated)**
- Environs Capital Analysis Process
- Financial Processes
- HR Department Checklist
- HR Onboarding Process
- HR Offboarding Process
- Innovation Management System
- Month-End Financial Processes Pathway
- OneNDA NDA templates **(updated templates and instructions)**
- Start-Up initial business build to Funding
- VC & family office new deal onboarding process

# PATHWAY TEMPLATES EXAMPLE

## Business Acquisition



STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
<b>Client Due Diligence</b>	<ul style="list-style-type: none"> <li>➤ NDA information</li> <li>➤ NDA completion and signature</li> <li>➤ Basic Company Information</li> <li>➤ Company Marketing Information</li> <li>➤ Key Client Contact</li> <li>➤ Company Location and Currency</li>   <li>➤ Business Summary</li> <li>➤ Authorised Signatures Template Document</li> <li>➤ Authorised Signatures – Cygnetise Link</li> </ul>	<ul style="list-style-type: none"> <li>➤ NDA information Form</li> <li>➤ OneNDA</li> <li>➤ Phundex Predefined form</li> <li>➤ Phundex predefined form</li> <li>➤ Key Client Contact Form</li> <li>➤ Company Location and Currency Form</li> <li>➤ 500-word Business Summary form</li> <li>➤ Authorised Signatures Template Document</li> <li>➤ Authorised Signatures – Cygnetise Link</li> </ul>	<ul style="list-style-type: none"> <li>➤ OneNDA</li>   <li>➤ Authorised Signatures Template Document</li> </ul>
<b>Business Case</b>	<ul style="list-style-type: none"> <li>➤ Request business plan</li> <li>➤ Business plan review</li> <li>➤ Financial review of previous financial statement</li> <li>➤ Financial Review of forward-looking projections</li>   <li>➤ Review of any existing debt or financing arrangements</li> <li>➤ Supplier review</li>   <li>➤ Competitive Analysis</li> <li>➤ Target Market/ Marketing Strategy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Request business plan</li> <li>➤ Review business plan</li> <li>➤ Financial Highlights</li>   <li>➤ Financials please provide your sales/ costs/ Profit Projections</li>   <li>➤ Competitors and how you distinguish from them</li>   <li>➤ Market</li> </ul>	
<b>Credit</b>	<ul style="list-style-type: none"> <li>➤ Review credit worthiness of acquisition</li> <li>➤ Assess any financing requirements</li> <li>➤ Confirm financing available</li> <li>➤ Credit conditions if required</li> </ul>	<ul style="list-style-type: none"> <li>➤ Upload review document</li> <li>➤ Upload review document</li> <li>➤ Upload review document</li> <li>➤ Credit conditions</li> </ul>	



# PATHWAY TEMPLATES

## Business Acquisition

Browser address bar: phundex.attachments-euc7.freshdesk.com

Browser tabs: Transaction Pathway Detail, Pathway Templates, SuperAdmin and Helpde..., Transaction Pathway Detail, Business Acquisition Transaction Pathway :...

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
<b>Legal</b>	<ul style="list-style-type: none"><li>➤ Appoint Lawyers</li><li>➤ Legal Document and contracts Review</li><li>➤ Final Legal Documents Signed off</li><li>➤ Legal Opinion Review</li></ul>	<ul style="list-style-type: none"><li>➤ Legal Document and contracts Review</li><li>➤ Legal Document Sign off</li><li>➤ Legal Opinion</li></ul>	
<b>Intellectual Property</b>	<ul style="list-style-type: none"><li>➤ Intellectual Property Review</li></ul>	<ul style="list-style-type: none"><li>➤ Upload review document</li></ul>	
<b>Closing/Funding</b>	<ul style="list-style-type: none"><li>➤ Close out activities</li><li>➤ Funding activities</li></ul>	<ul style="list-style-type: none"><li>➤ Post Close Reporting</li><li>➤ Assess Funding Readiness</li></ul>	