



## Internal Requirements

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### ACQUISITION



### MONITORING



### EXIT

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## Duties during the **acquisition**, **monitoring** or **exit** phases



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Deal Screening Memos and Meetings



Final Investment Committee Memo and Meeting



Preliminary Investment Committee Memo and Meeting



Arranging the Funding: equity and debt



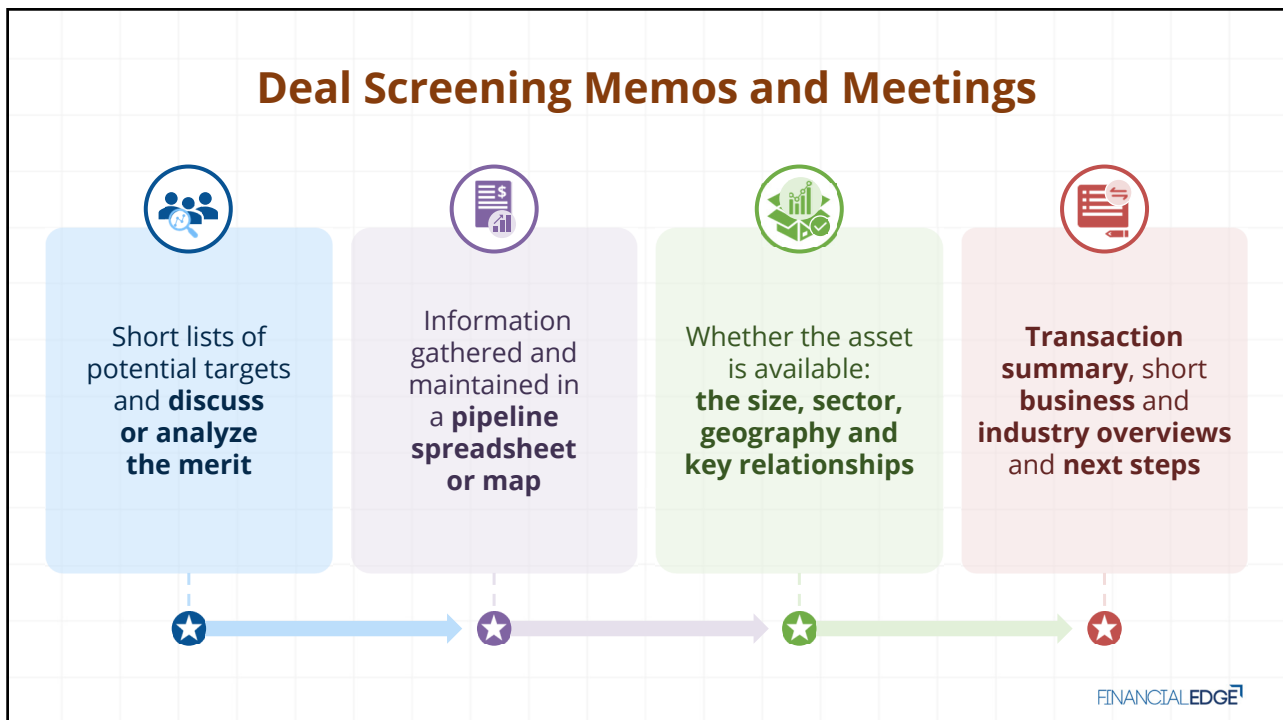
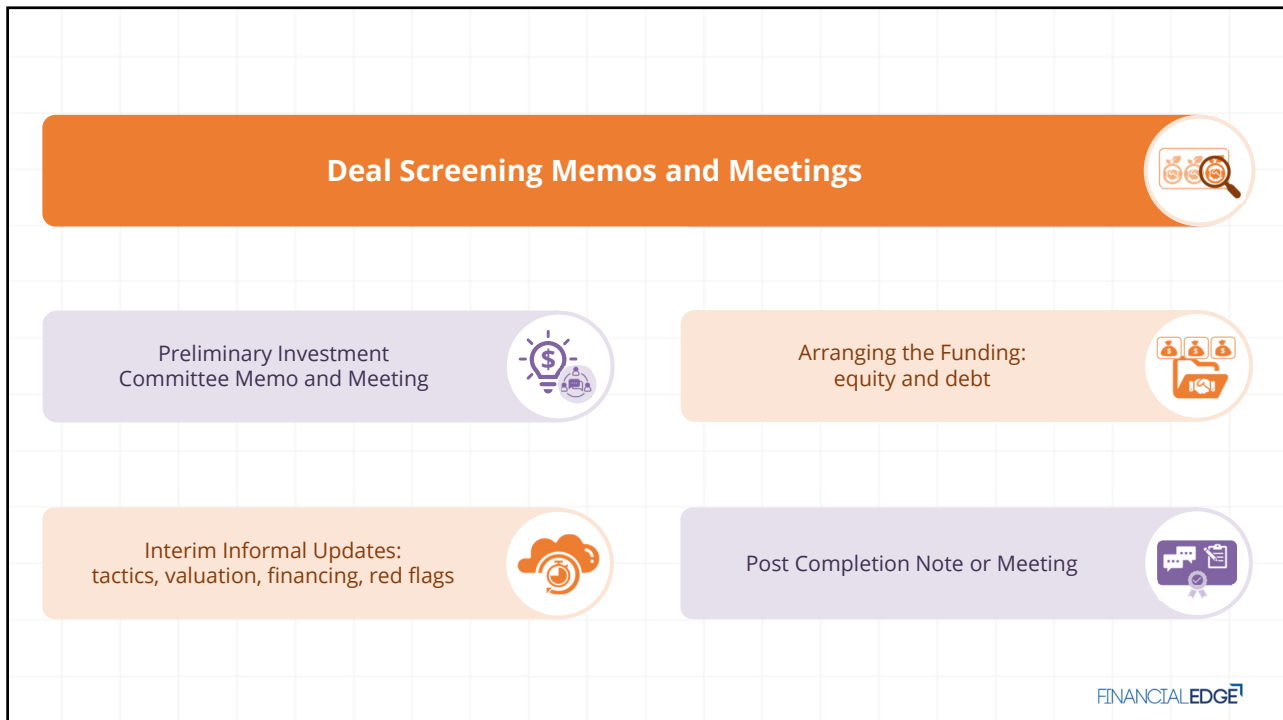
Interim Informal Updates: tactics, valuation, financing, red flags

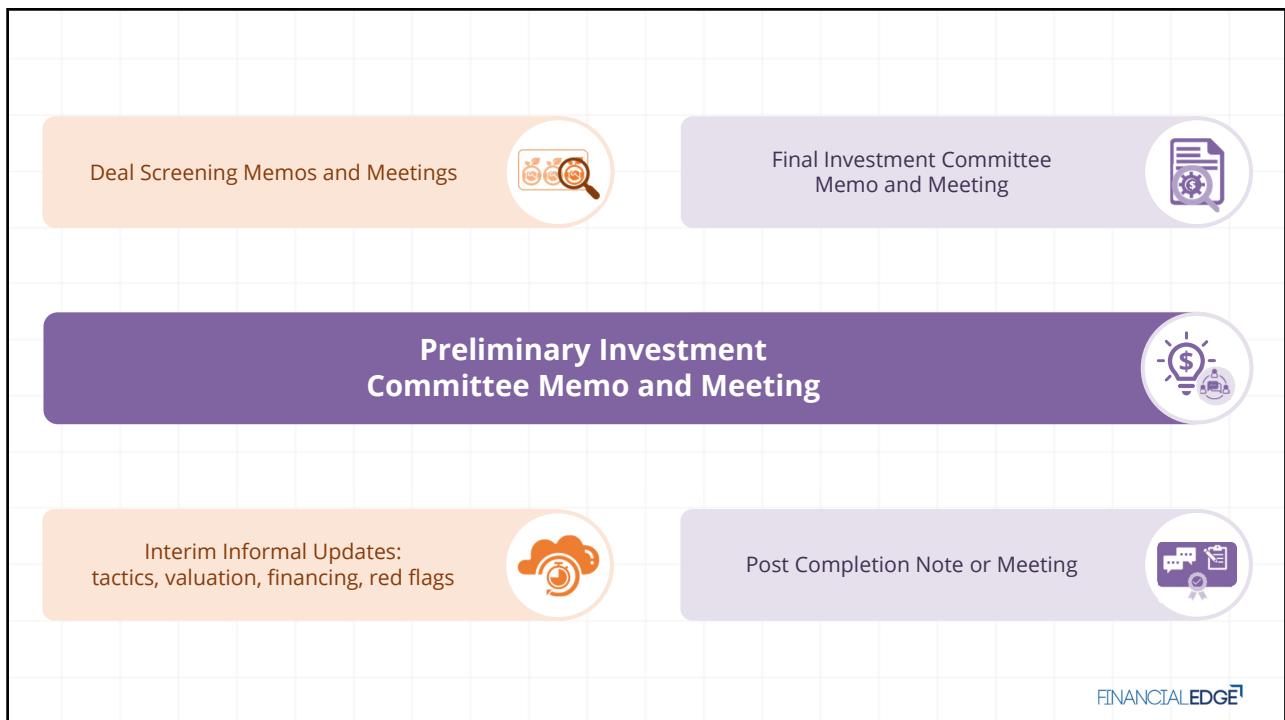
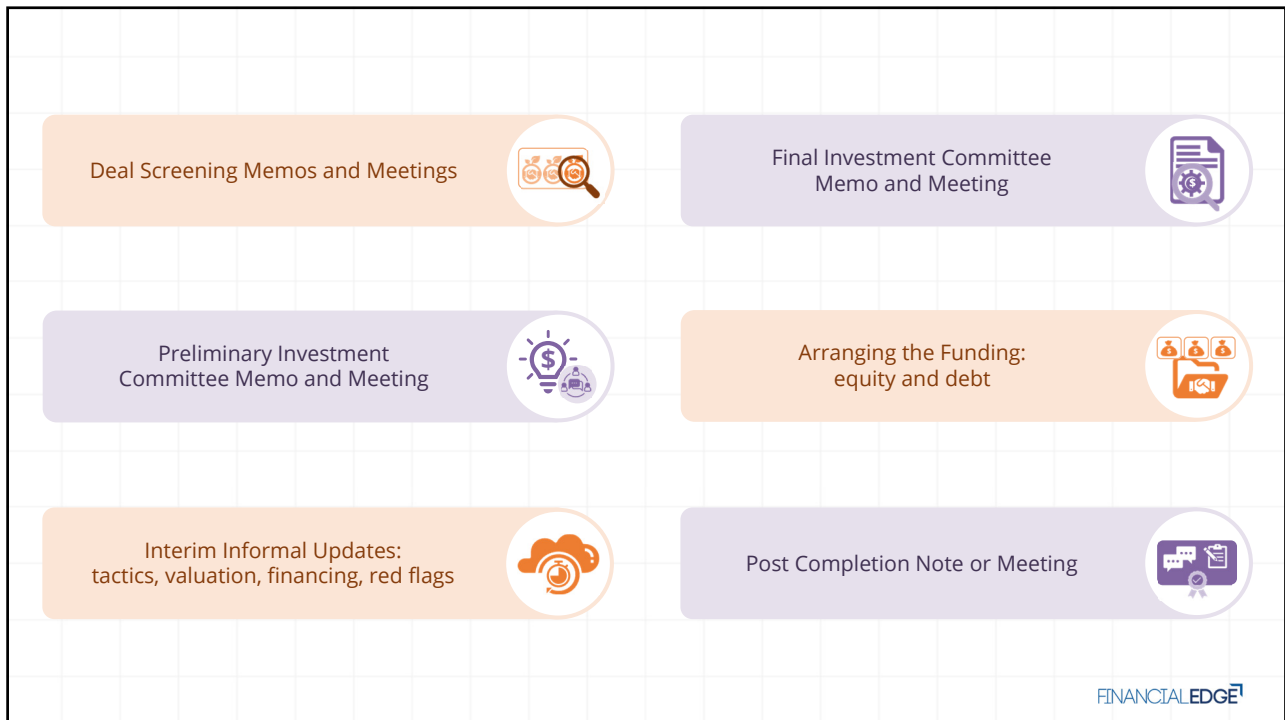


Post Completion Note or Meeting

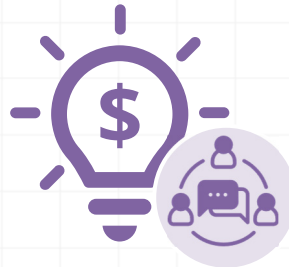


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## Preliminary Investment Committee Memo and Meeting



The investment committee meeting where the **deal team presents the opportunity in detail**

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## Preliminary Investment Committee Memo and Meeting

The Preliminary Investment Memorandum (PIM) will include:

An executive overview

Financials

Expected capital structure

Description  
of the business

Valuation

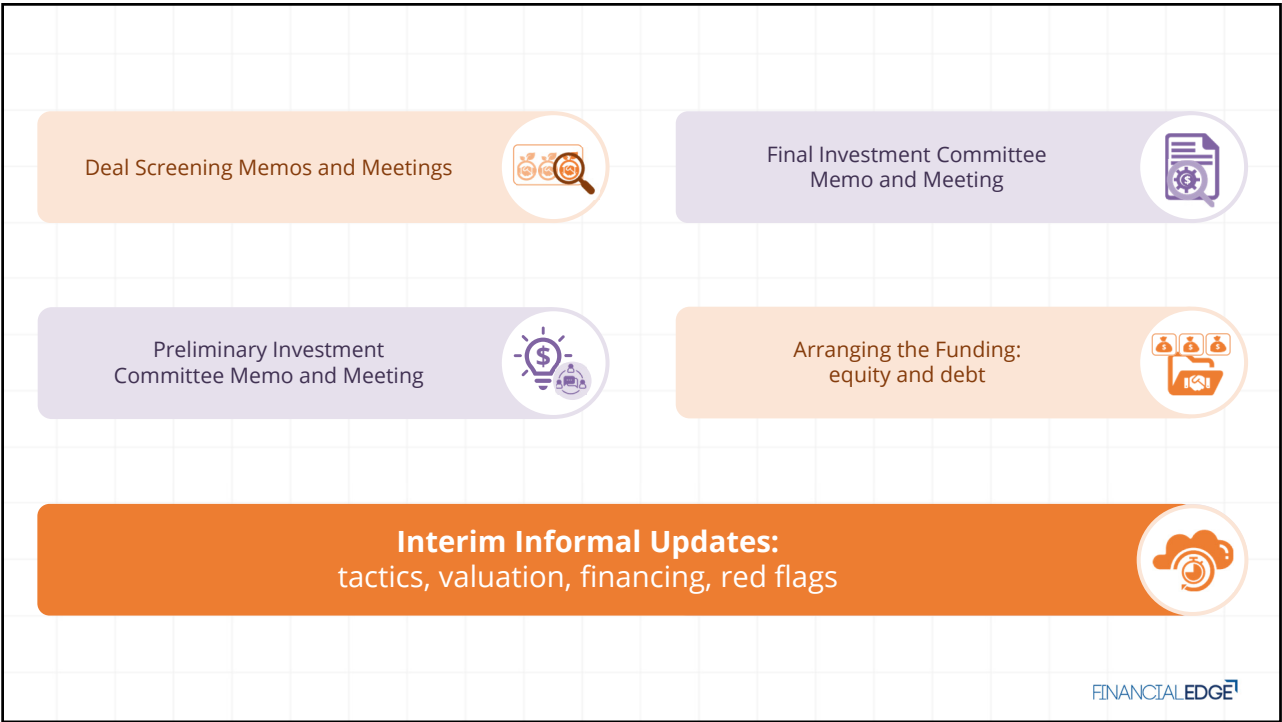
Process timeline

The industry it operates in

Management details

Suggested next steps

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## Interim Informal Updates: tactics, valuation, financing, red flags



Continue with **formal due diligence** and update the **investment committee informally**



**Red flags** would be **pointed out** during regular weekly or even **daily deal team meetings**

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Deal Screening Memos and Meetings



Final Investment Committee Memo and Meeting



Preliminary Investment Committee Memo and Meeting



Arranging the Funding: equity and debt

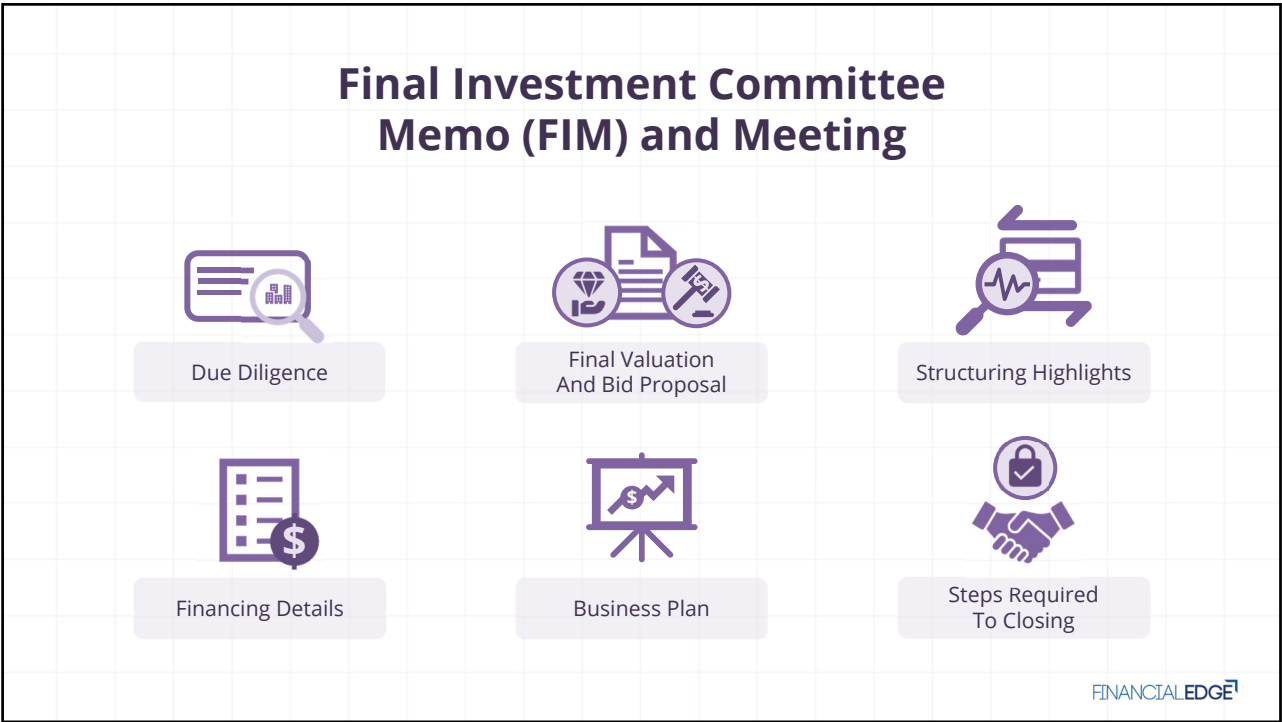
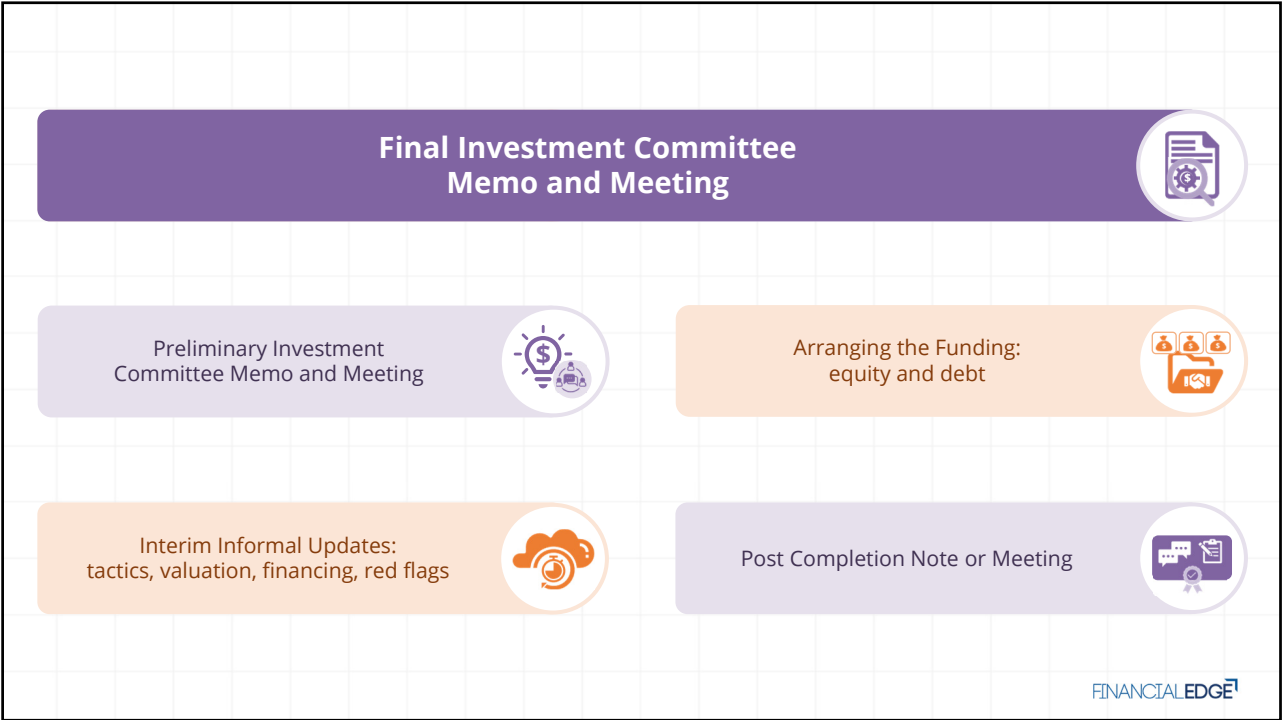


Interim Informal Updates: tactics, valuation, financing, red flags

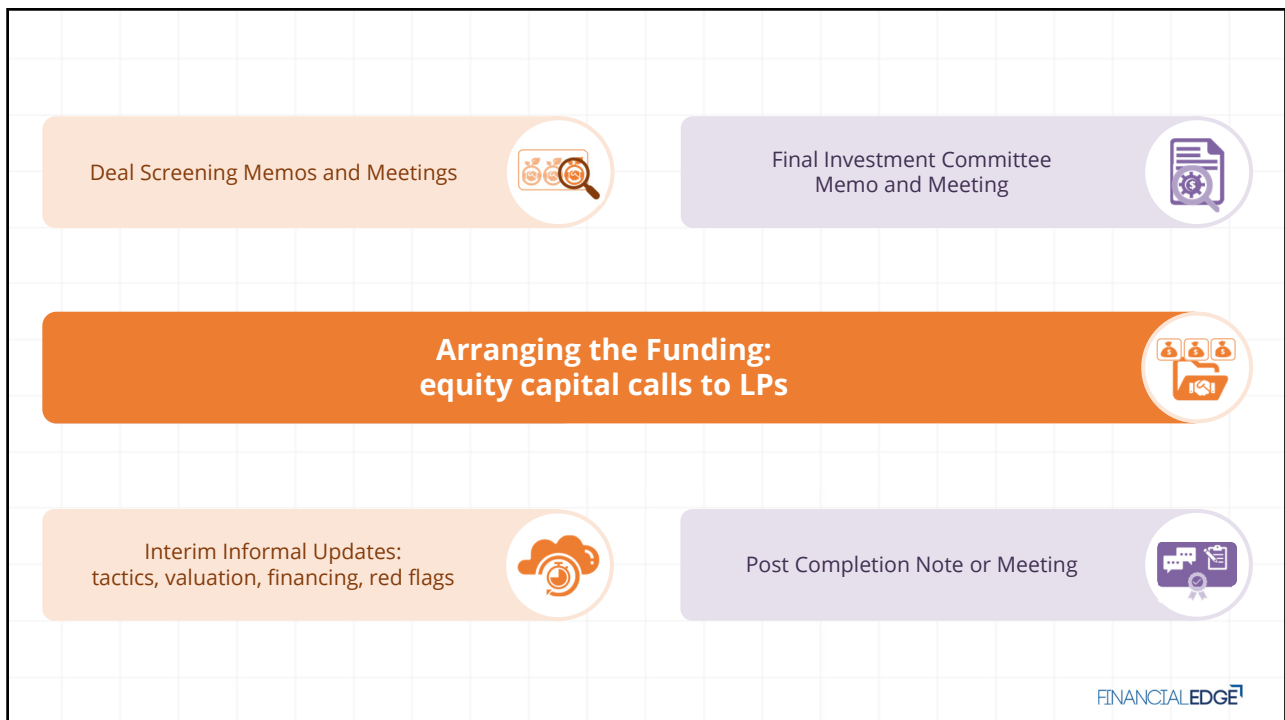
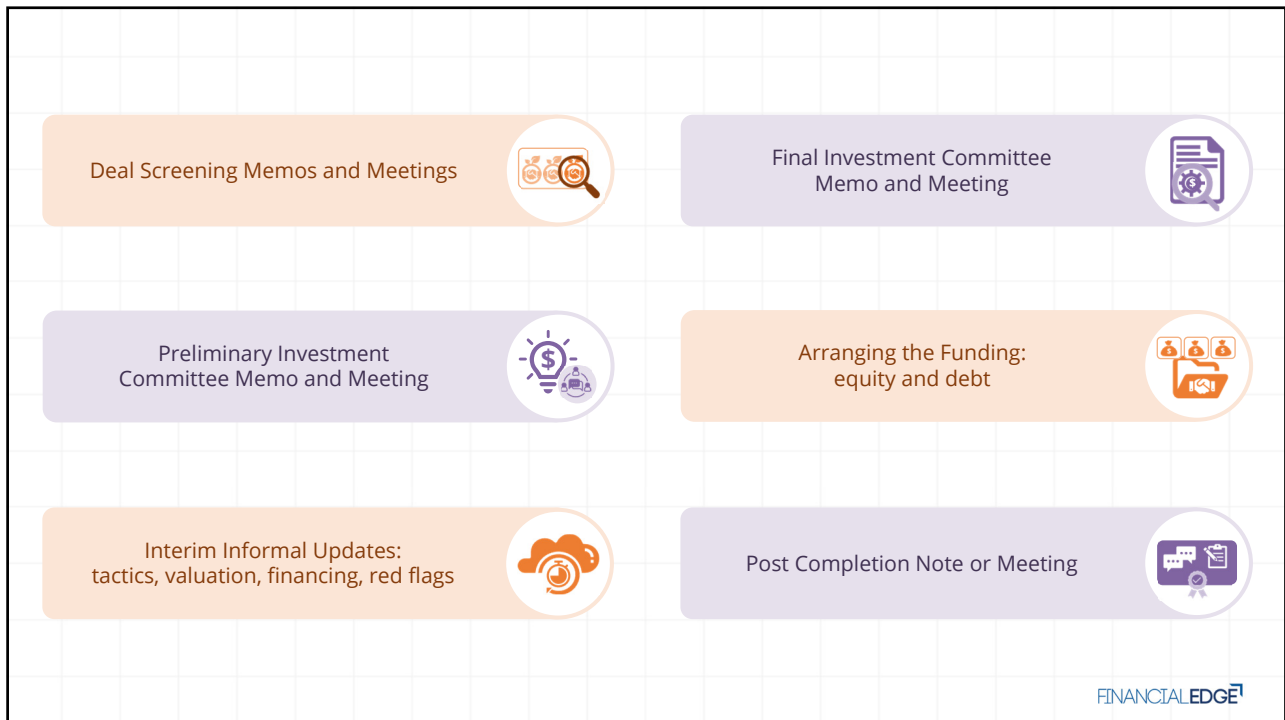


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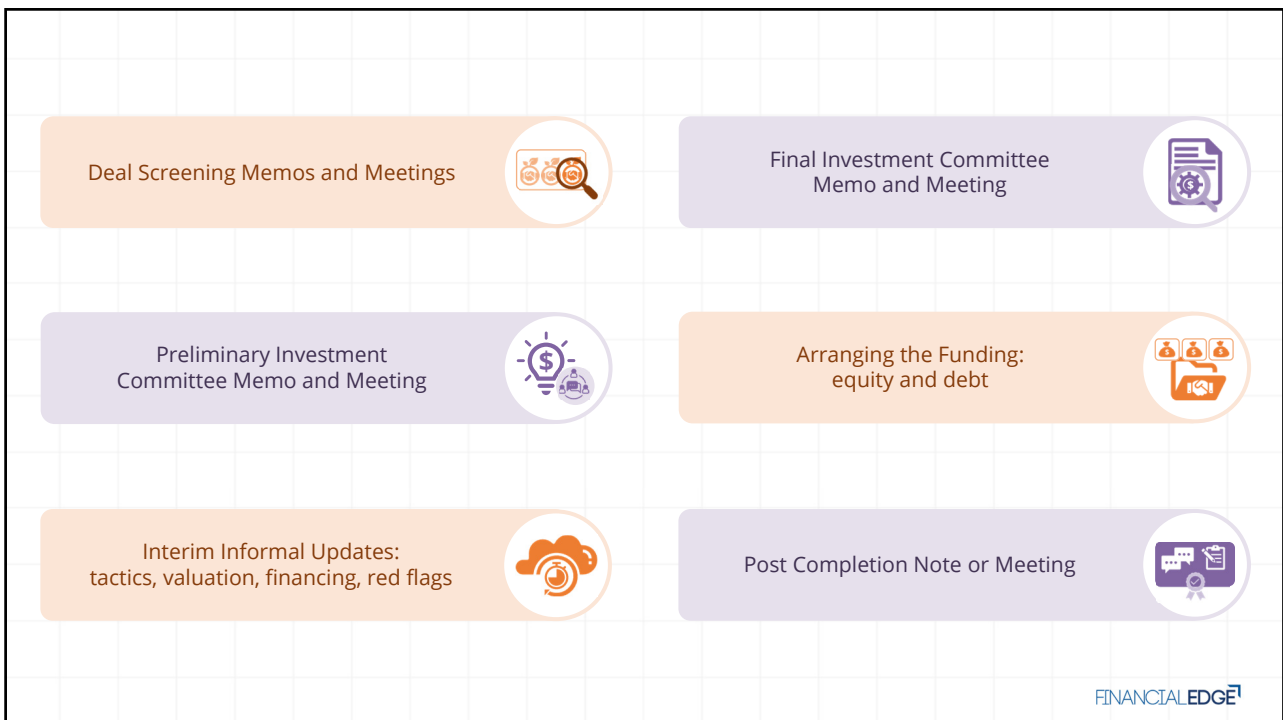
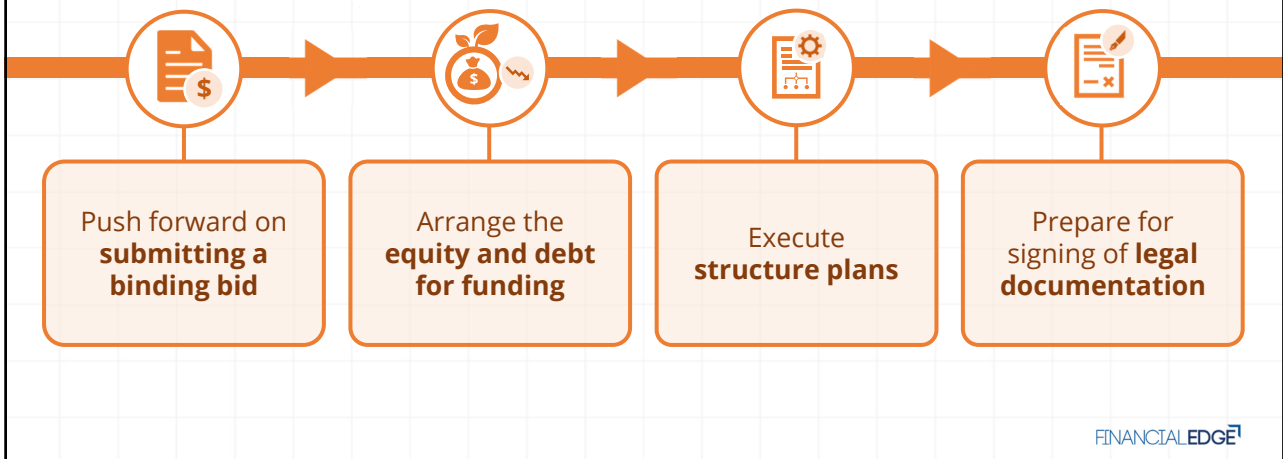
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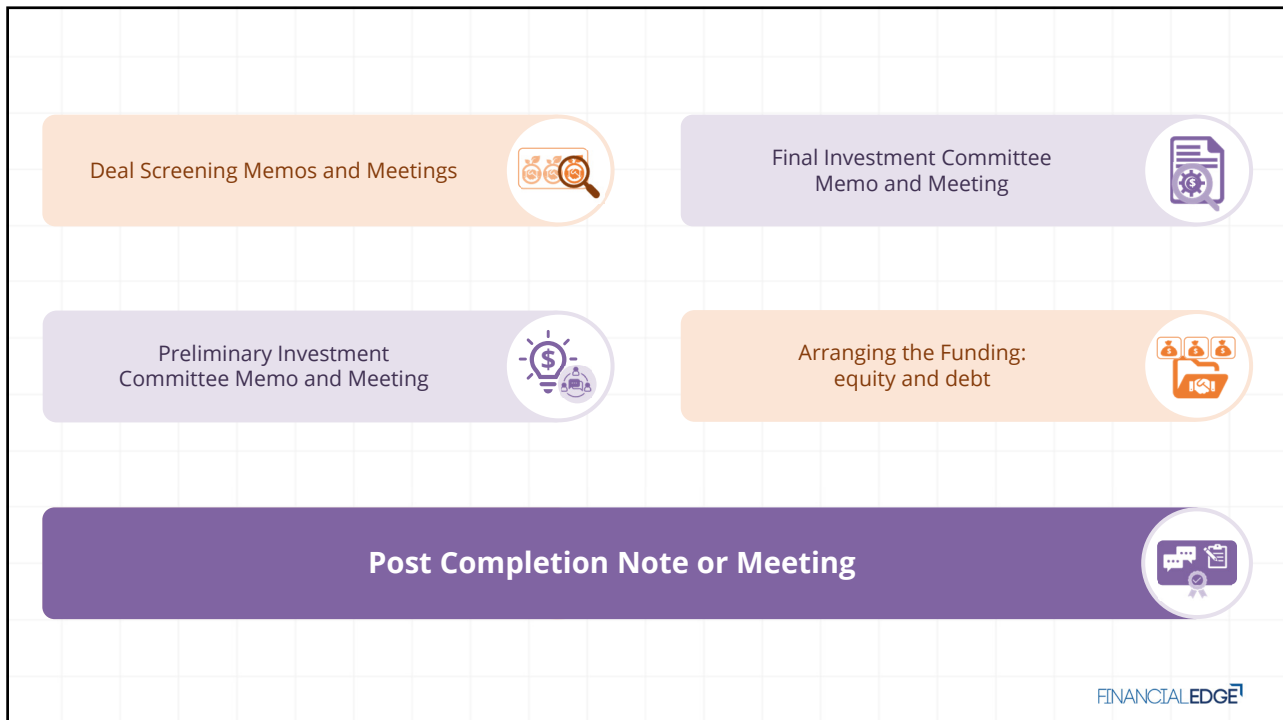


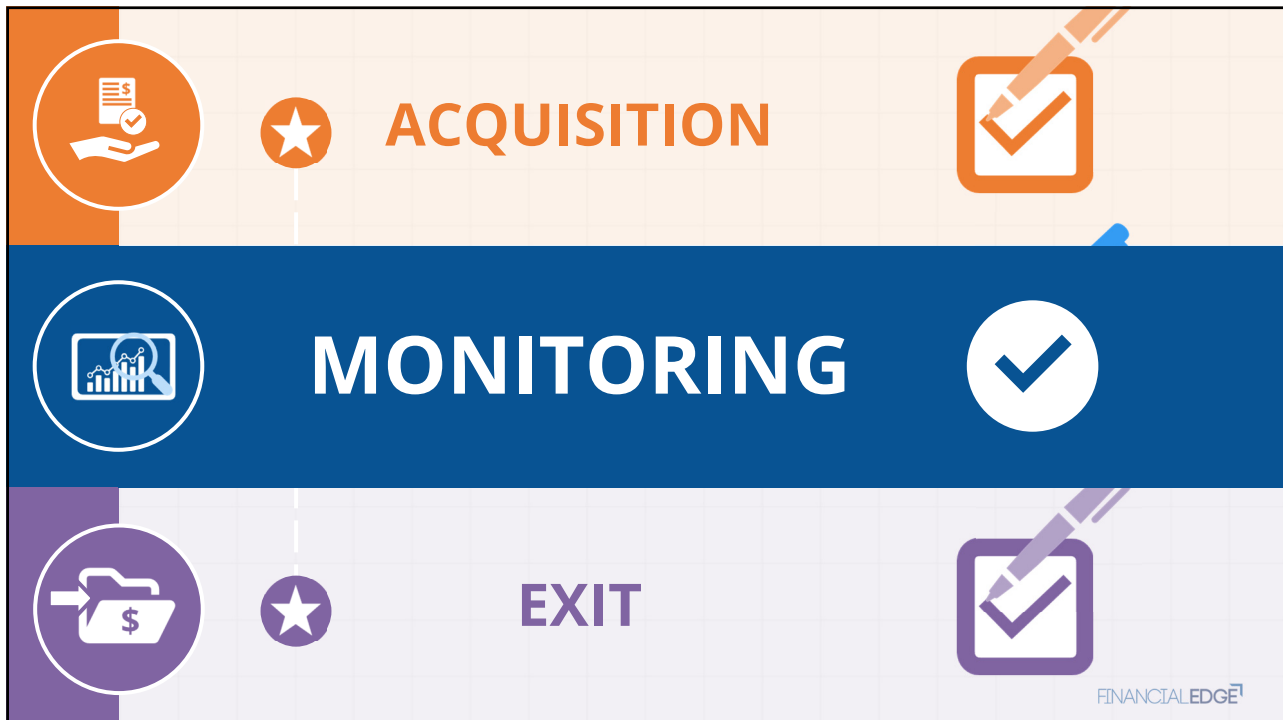


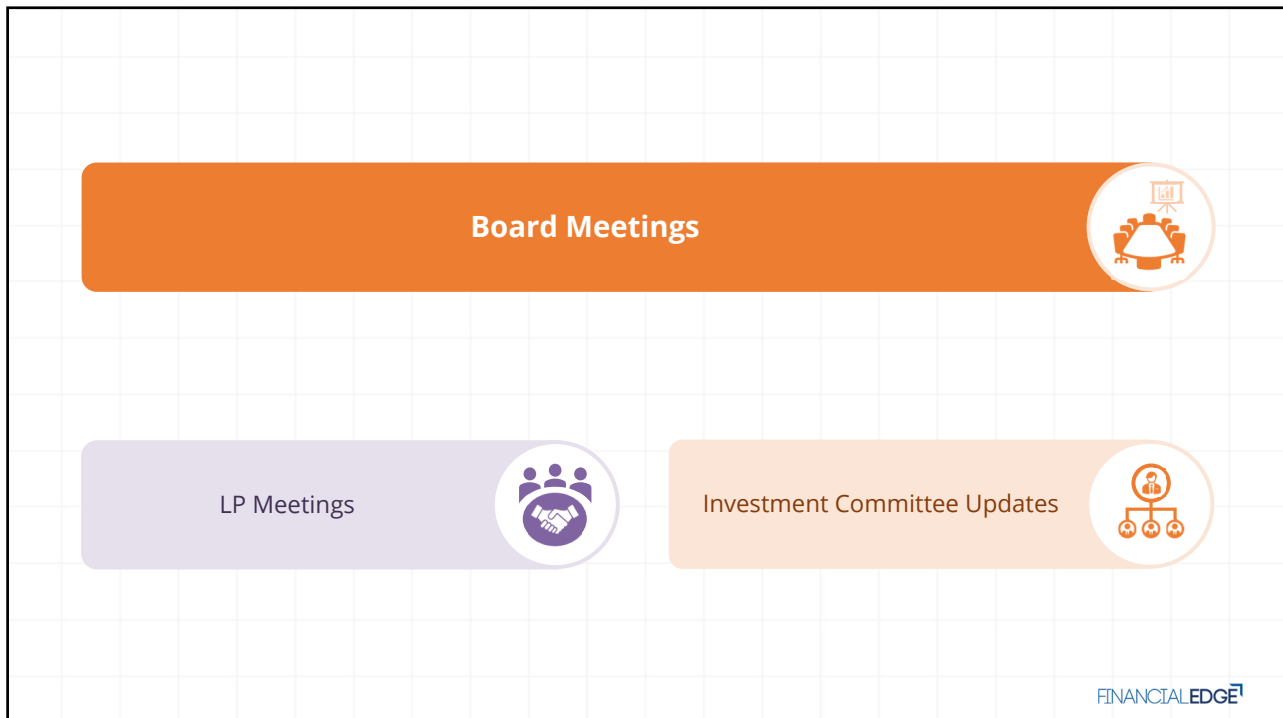


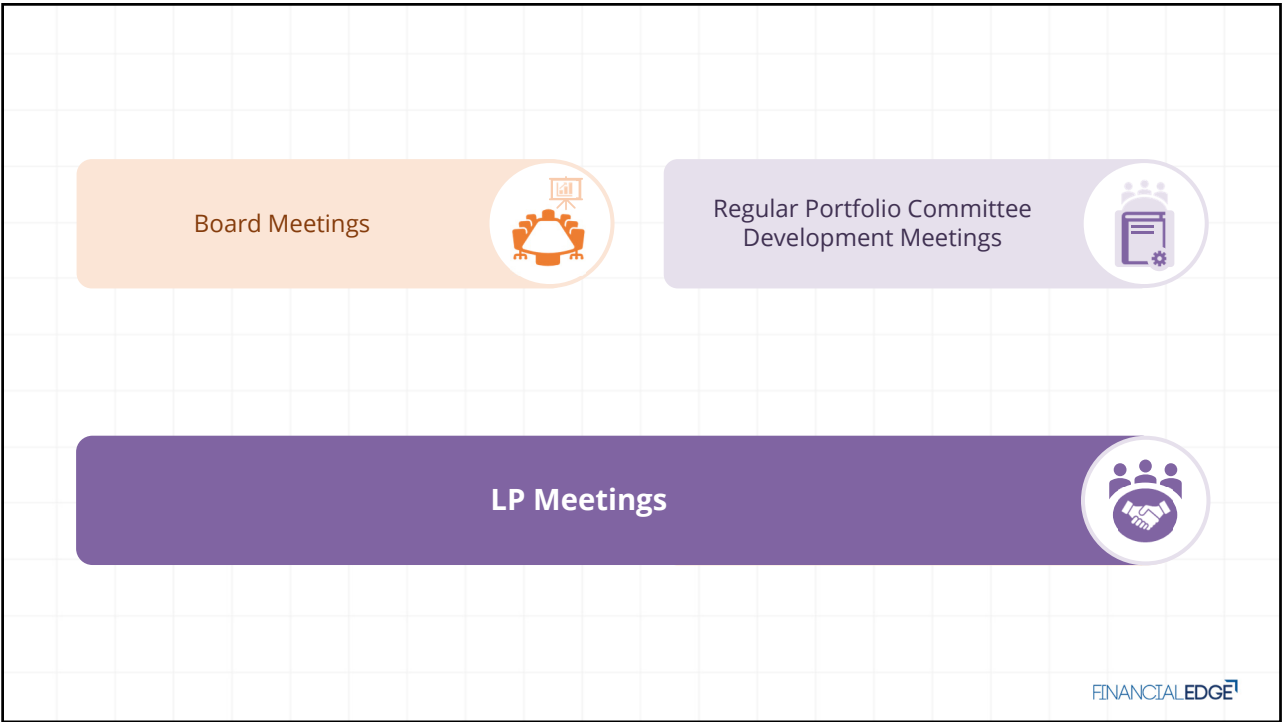
## Arranging the Funding: Equity Capital Calls to LPs











## LP Meetings



Presentations will be made with:

Current valuations of the portfolio companies

Changes at the PE Firm

Expected fund performance

Successes and failures

How much investment has taken place

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## LP Meetings



LP memorandum's



In-person presentations

**Detailed information** needs to be gathered from the **investment companies** to address LP concerns

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## Regular Portfolio Committee Development Meetings

Involve analysis of  
**financial performance**



Information is **shared by**  
**the management team**



Discussions around  
how well management  
is **executing**  
**the business plan**

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## Regular Portfolio Committee Development Meetings

Impromptu meetings based on surprise events that **impact the investment (macro or company-specific)**

Deal teams will also be keeping up to date on **industry events**



Information from management, independent research and  
regular meetings with external advisors and industry authorities

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## Investment Committee Updates

Investment committee updates or meetings take place when a **material decision occurs**



Add-on acquisition



Change the  
capital structure



Discussion starting the sale  
process of the investment

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## Investment Committee Updates

These will involve **the deal team** and always include a **short memo or presentation**, often with



Valuation Update



Recent Trading

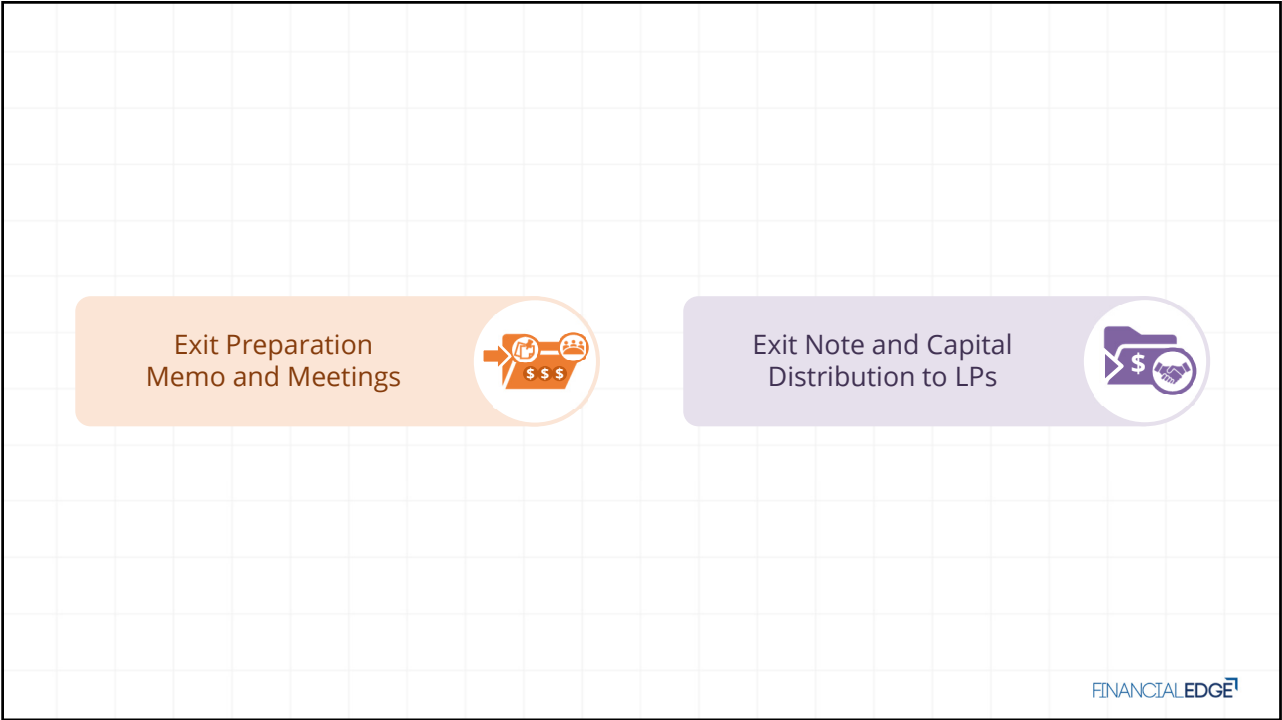
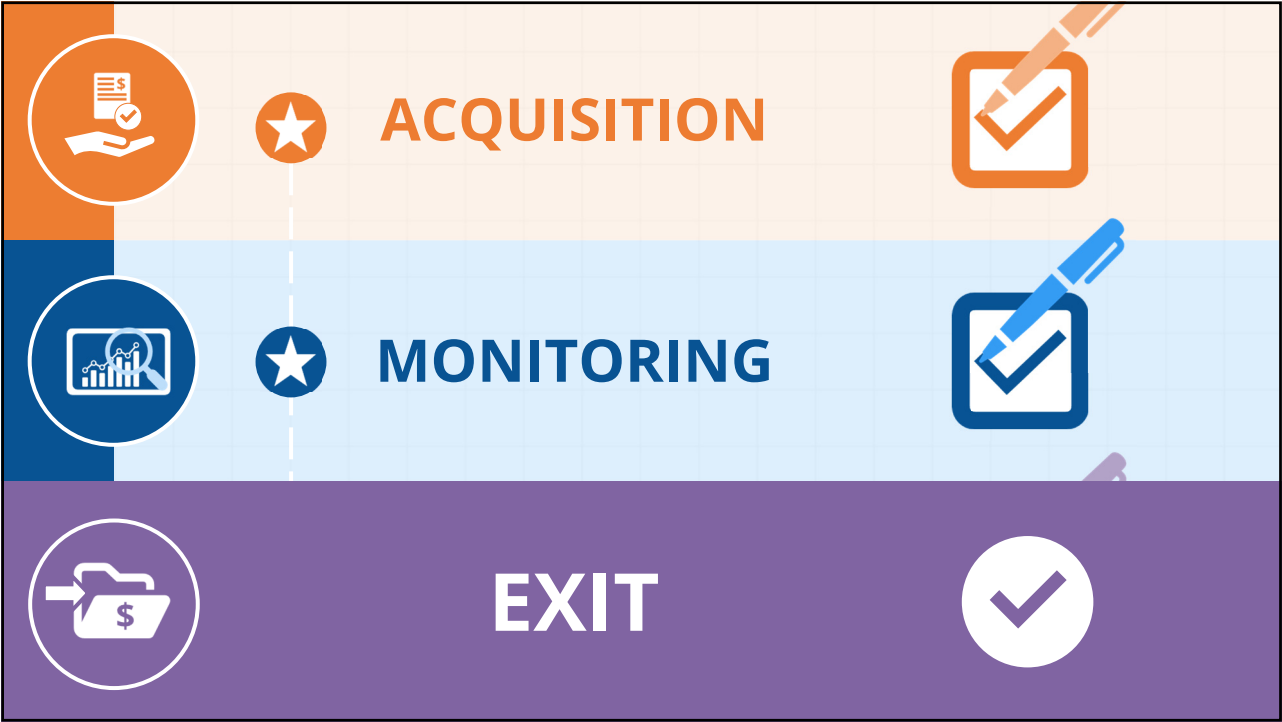


Material  
developments



Suggested  
route forward

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## Exit Preparation Memo and Meetings

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## Exit Preparation Memo and Meetings



**Exit Scenarios:**  
Preliminary and  
final **investment**  
committee memos  
pre-acquisition

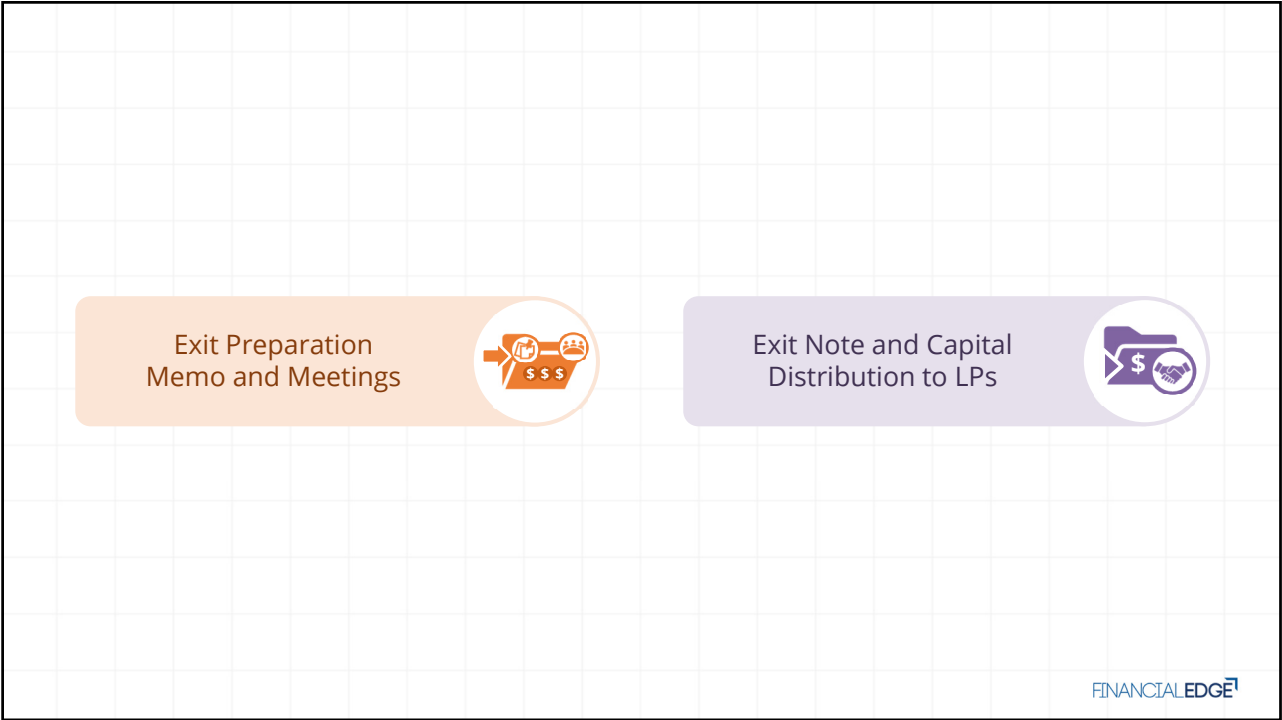
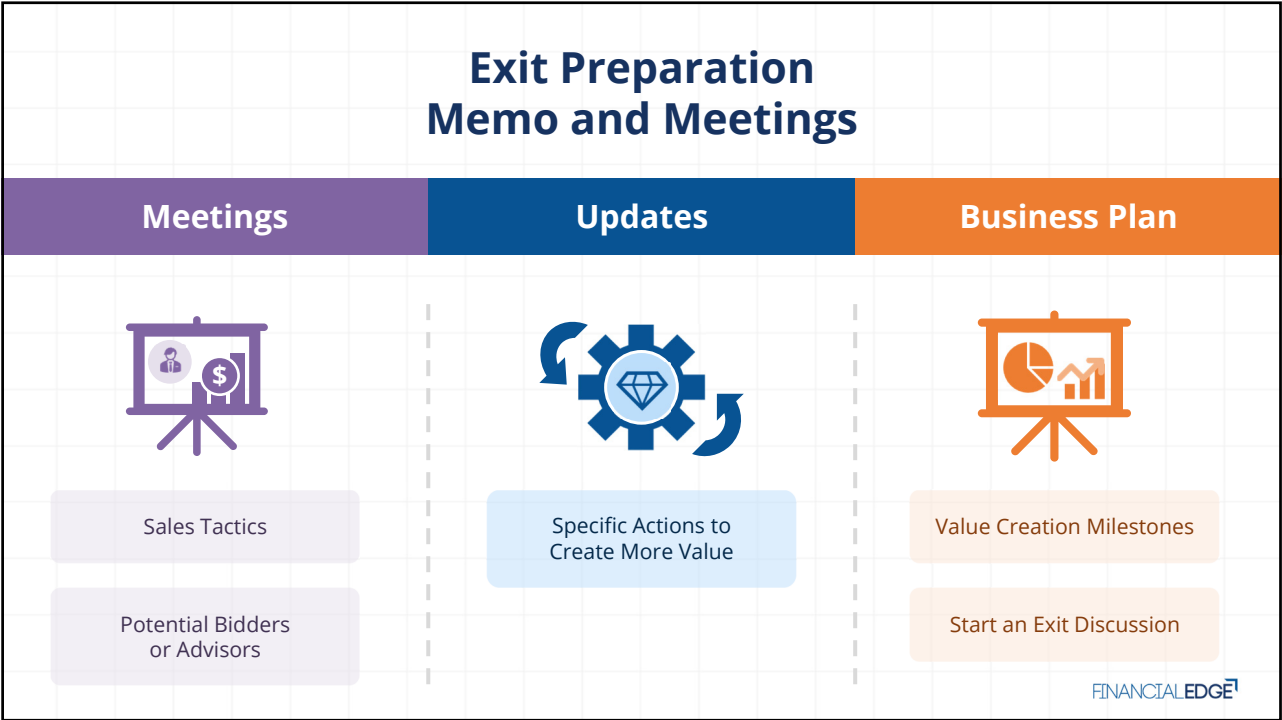


**Executing**  
**actions** and  
**plans** during the  
**monitoring period**



**The distribution**  
that LPs will  
receive and  
**return on their**  
**initial investment**

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## Exit Note and Capital Distribution to LPs

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## Exit Note and Capital Distribution to LPs



**Internal notes** will be sent to the broader PE firm



Details of the **transaction** and **investment return**

A closing memo or one pager will **summarize the transaction**

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## Exit Note and Capital Distribution to LPs

The closing memo or one pager will include



Final Dollar Amounts



Deal Fees



Recap of the Transaction



Advisors



Structure Details



Investment Vehicle

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## Exit Note and Capital Distribution to LPs



**Funds  
have been  
received**

1



The PE firm team  
will let the **LPs**  
know of the  
distribution

2



**Return on  
their initial  
investment**

3

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