### 2. Summary Firm and Fund Information

#### Firm Information

<table>
<thead>
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<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Firm Name</td>
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<tr>
<td>General Partner Name</td>
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</tr>
<tr>
<td>Contact for EOI</td>
<td>[Name] [Title] [Email] [Phone]</td>
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<tr>
<td>Date EOI Completed</td>
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<td>Year Firm Founded</td>
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<tr>
<td>Current AUM</td>
<td>[Current equity value of funds under management]</td>
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<tr>
<td>Funds Raised (# / $)</td>
<td>[Number of funds raised and amount of capital raised]</td>
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<td>Office Locations</td>
<td>City / State or Province Country</td>
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<td>Headquarters</td>
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#### Fund Information

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<td>Target Fund Size</td>
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<tr>
<td>Number / Size of Investments</td>
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3. Details on Interested Manager

3.1. Legal and Organizational Structure of Interested Manager

3.1.1. Provide a brief overview of the firm including information on the founding, subsequent history and information on any predecessor firm and/or parent firm.

3.1.2. Describe any plans to change or expand the firm over the next 5 years, such as plans to establish new lines of business or new office locations.

3.1.3. Describe the Interested Manager’s legal structure and its ownership structure, including board governance. Include names of individual owners and their ownership percentages. If there have been any changes to the Interested Manager’s ownership and corporate structure within the last five years, please explain. Describe any anticipated changes to the Interested Manager’s ownership or corporate structure in the next two (2) years.

3.1.4. Does the Interested Manager carry any debt? If so, what are the debt service requirements and are there any personal guarantees involved? Are there any other long-term contractual obligations (e.g., office lease)?

3.1.5. Describe any plans for changes to the firm’s offices. If the Interested Manager does not yet have an Ontario office, please describe detailed plans for establishing and staffing an active office in Ontario (including timing).

3.1.6. Please complete Tab A in the EOI Excel Supplement with details on the Interested Manager’s office locations.

3.1.7. Describe any activity currently underway that could lead to negative publicity about the Interested Manager in the near future. Explain any past negative press and any steps taken as a result.

3.2. Details on Interested Manager Team

3.2.1. Describe the Interested Manager’s team including experience working together and venture capital investment experience in Ontario. Interested Managers who are established but new to Ontario are encouraged to submit EOI.

3.2.2. Please complete Tab B in the EOI Excel Supplement detailing all current and past team members.

3.2.3. Discuss the Interested Manager’s bandwidth for managing the proposed Fund and if it is adequately staffed to manage both current and anticipated investment activities. Describe any hiring plans for the next 12 months and complete Tab B in the EOI Excel Supplement detailing anticipated hires.

3.2.4. Describe any senior staff departures, including any past “Key-Person” events in the Interested Manager’s history.
3.2.5. Describe any senior staff departures that are expected to occur between now and the end of the Fund’s investment period.

3.2.6. Describe any known conditions of any of the Interested Manager’s senior team members that might influence their ability to execute their duties to the fund or firm.

3.2.7. Describe the firm’s succession plan.

3.2.8. Does the Interested Manager have a firm advisory board or similar entity (not an LPAC)? If so, describe a) the selection of the advisory board members, b) the role that the members play in firm and fund functions, c) compensation of members.

3.2.9. Please complete Tab B in the EOI Excel Supplement with details on the Interested Manager’s advisory board.

3.3. Investment Track Record

3.3.1. Please complete Tabs C, D, E, and F in the EOI Excel Supplement with details on the Interested Manager’s net fund performance, gross fund performance, portfolio investments and historical cash flows.

3.3.2. Discuss the net performance of the Interested Manager’s prior funds versus relevant industry benchmarks.

3.3.3. Is the track record detail provided inclusive of all past investment activity with the Interested Manager?

3.3.4. Provide any additional relevant information related to the presentation of the track record.
4. **Proposed Fund Details**

4.1. **Fundraising**

4.1.1. Provide previous fund targets versus funds raised. Describe past fundraising experiences including challenges and successes.

4.1.2. Describe the fundraising strategy and approach for the Fund and how that approach is supported by the Interested Manager’s past fundraising experiences. Provide a list of names and affiliations of those the Interested Manager expects to contact as part of fundraising.

4.1.3. Please complete Tab G in the *EOI Excel Supplement* regarding investor information related to the Fund and previous funds.

4.2. **Investment Thesis and Strategy**

4.2.1. Describe the Interested Manager’s proposed investment thesis and high-level strategy and why it believes this strategy will be successful.

4.2.2. Please complete Tab H in the *EOI Excel Supplement* regarding the Fund’s investment model.

4.2.3. Describe the Fund’s expected investment pacing (e.g., number of investments and capital invested per year).

4.2.4. Describe the targeted sectors of investment and provide industry examples for each. Include a description of the expected attributes of prospective companies in each industry and the expected percent of invested capital in each targeted area.

4.2.5. Describe the expected geographical diversification in the portfolio and explain the reason for this mix.

4.2.6. Is the Fund currently subject to or expected to be subject to any geographical, stage or other investment requirements based on side-letters or agreements with existing investors?

4.2.7. Describe the Interested Manager’s expected investor role in the Fund’s companies (e.g., Lead, Co-Lead, Co-Investor). Provide the expected number and dollars committed to investments of each type.

4.2.8. Describe the Interested Manager’s expected involvement with the Fund’s portfolio companies following investment (e.g., board role, board observer, other). Describe the “value added” services the Interested Manager is able to provide investee companies and any unique attributes the Interested Manager has compared to other similar managers.

4.2.9. Describe the Interested Manager’s exit strategy including expected investment holding periods, target returns and types of exits (e.g., public offering, strategic acquisition).

4.2.10. Describe and explain any differences between the Fund’s anticipated strategy and the strategy of prior funds managed by the Interested Manager (e.g., including investment size, stage, sector, geography, investor role).
4.2.11. Describe how the Interested Manager’s strategy is differentiated from that of other managers operating similar funds.

4.2.12. Provide the Interested Manager’s view on the current venture capital environment as it relates to the Fund’s target sector and regions, specifically Ontario.

4.3. Investment Process

4.3.1. Describe the firm’s deal sourcing capabilities and the process used to identify attractive investment opportunities. How is the sourcing process staffed, conducted and documented?

4.3.2. Describe the firm’s screening and due diligence processes. How is each process staffed, conducted and documented? Include brief descriptions of any due diligence checklists, background checks, internal reports, financial models and investment committee documents prepared.

4.3.3. Describe any functions performed by third parties in the sourcing, screening and due diligence processes. Describe the firm’s decision-making process for determining if a third party is used/not used.

4.3.4. Describe any databases or other tools used during the investment process and whether they were developed internally or purchased externally.

4.3.5. Provide details on the firm’s internal decision-making and approval process, including details on the role, composition and function of the firm’s Investment Committee.

4.3.6. Discuss the firm’s portfolio investment monitoring policy, including details about contact events (weekly, quarterly, board meetings, etc.). What information is required to be reported by the portfolio investments?

4.3.7. Describe the primary risks the Fund faces and how the Interested Manager will monitor and manage these risks. Include details on any measurement models used and how this analysis is incorporated in the portfolio management process.

4.4. Interested Manager Commitment, Compensation and Fund Terms

4.4.1. Please complete Tab I in the EOI Excel Supplement regarding management fees and other key fund terms.

4.4.2. Provide the Interested Manager’s expected GP commitment to the fund, including details on how the contribution will be financed (e.g., cash, fee waivers) and how it will be allocated among the employees.

4.4.3. Describe the compensation structure (salary, bonus, group/individual performance incentives, equity ownership) for all employees.
4.4.4. Describe the Fund’s carried interest structure and vesting (e.g., is it calculated on a deal-by-deal basis or at the fund level, are there clawback or escrow provisions).

4.4.5. Provide the carried interest allocations among specific team members and outside of the firm and discuss how these allocations were determined and if they have changed from previous funds.

4.4.6. Will any employees or affiliates of the General Partner invest in the fund or in portfolio companies outside of the General Partner’s commitment?

4.5. Firm Operations and Legal

4.5.1. Describe the Interested Manager’s approach to fund administration.

4.5.2. List any third-party service providers utilized by the Interested Manager (e.g., fund auditor, fund administrator, banking institution, fund counsel, placement agent, IT service provider).

4.5.3. Describe the Interested Manager’s valuation policy. Describe any significant changes to the policy in the last five years.

4.5.4. Describe the accounting principles the Fund operates under.

4.5.5. Describe the Interested Manager’s cash management and controls, including processes and procedures for capital movements.

4.5.6. Describe the Interested Manager’s IT infrastructure, information security defenses and business continuity / disaster recovery plans.

4.5.7. What types of insurance coverage does the firm maintain (e.g. errors and omission insurance, directors’ and officers’ insurance, other)? Provide a summary of the limits, deductibles and any material claims made against these policies in the last five years.

4.5.8. Please indicate if there have been any instances of the following situations in the firm history. If the response to any of the below is “Yes”, please provide additional detail.

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<thead>
<tr>
<th>Question</th>
<th>(Yes, [explanation] / No)</th>
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<tbody>
<tr>
<td>Has the firm had any significant breaches of its internal ethics policies in the past?</td>
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</tr>
<tr>
<td>Do any members of the firm have relationships with third-party service providers, limited partners or companies that could be construed as a conflict of interest?</td>
<td></td>
</tr>
<tr>
<td>Has the firm, its affiliated entities and/or employees, ever been subject to past investigations by an industry regulatory?</td>
<td></td>
</tr>
<tr>
<td>Have there been any past criminal or administrative proceedings or investigations against the firm, its affiliated entities and/or employees?</td>
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</tbody>
</table>
5. Document Requests

5.1. Specific Documents to Provide

5.1.1. Most recent draft Limited Partner Agreement

5.1.2. Investment offering memorandum

5.1.3. Firm marketing presentation

5.1.4. Organizational chart showing legal entities and relationships of Interested Manager and Fund (including entity jurisdictions)

5.1.5. Investment team organizational chart

5.1.6. Most recent audited financial statements for previous funds

5.1.7. Most recent investor report for previous funds

5.1.8. Projected firm budget (next three years)

5.1.9. Fund’s annualized budget for life of fund (expenses required to conduct the business of the fund)

5.1.10. Key team member bios (each limited to 200 words)

5.1.11. Example package of deal documents including due diligence reports and checklists, internal investment committee memos and post-investment monitoring reports

5.1.12. Internal policies the Interested Manager has related to firm and fund operations (e.g., Conflict of Interest, Valuation, Cash Management, IT, Business Continuity, Code of Ethics, ESG)

5.2. Additional Relevant Support Material (please label clearly and refer to relevant question numbers in Parts 2, 3 and 4 above)