**FUND-ME SHORT-FORM SEED CAPITAL REGISTRATION FILING CHECKLIST**

This checklist will help ensure your Fund-ME filing is complete. Please complete the checklist and use it as the cover sheet for your Fund-ME filing. Be sure to read the Fund-ME requirements in the statute (32 M.R.S.A. § 16304(6-A)) and in the related administrative rule (Office of Securities Rules, Ch. 523), both of which are available at [www.investors.maine.gov](http://www.investors.maine.gov), before you complete the Offering Circular to be sure you are eligible to register securities using Fund-ME.

**Issuer Information**

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company street address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, state, zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company web site address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person and Contact Information**

Email address of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if different from company’s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Be sure to submit the following with your Fund-ME Offering Circular:** |
| 🞎 This cover sheet  🞎 Appendix A – Key Persons  🞎 Appendix B – Business Plan  🞎 Appendix C – Financial Statements  The type of financial information you need to submit depends on the amount of your offering. Be sure you check the statute to determine whether you need to submit the company’s income tax returns along with company financial statements certified by the company’s principal executive officer, company financial statements reviewed by a public accountant, or audited financial statements for the company.  🞎 Appendix D – Description of Securities Offered  🞎 Subscription Agreement  🞎 Filing fee |

|  |
| --- |
| **HOW TO SUBMIT YOUR OFFERING CIRCULAR** |
| You must send your filing fee with your Offering Circular. Please indicate here how you are sending your filing fee.  **🞎 Check enclosed:** Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DELIVERY METHODS**  **Email:** [OOS.Registration@maine.gov](mailto:OOS.Registration@maine.gov)  **Fax:** (207) 624-8590 Attention: Fund-ME – Office of Securities  **Mail:**   * All U.S. Postal Service deliveries (including overnight express) must be addressed to: 121 State House Station, Augusta, ME 04333. * All private deliveries, such as FedEx and UPS, must be sent to our physical location: 76 Northern Avenue, Gardiner, ME 04345   **Questions?** If you have questions about the Fund-ME process, please call the Office of Securities at (207) 624-8551 or toll-free in-state at (877) 624-8551. Additional information is available at [www.investors.maine.gov](http://www.investors.maine.gov) |

**Tips for Completing the Form**

* Do not alter the Offering Circular in any way.
* Be sure to respond completely and accurately to every item on the Offering Circular and return the entire Offering Circular and all supporting documents to the Office of Securities.
* Make sure that the minimum offering amount (which is also the amount you will impound) is at least 50 percent of your total offering amount. **Remember, the total offering amount for the 12-month offering period cannot exceed $1,000,000.**
* Fund-ME only registers the offering in Maine. The requirements for securities offerings differ from state to state, and you should contact the securities regulator in each state in which you intend to offer securities.

**IMPORTANT: Until you receive a letter from the Office of Securities stating that your is offering effective, you cannot start marketing or offering the securities.**