



Fund-ME Short-Form Seed Capital Registration Filing Checklist

To help you make sure your filing is complete, we developed this filing checklist. Please complete the checklist and include it as the cover sheet with your Fund-ME filing submission. Before you complete the Fund-ME registration form, be sure to read the eligibility requirements in the [statute](#) and the related rule (available at www.investors.maine.gov) to make sure you are eligible to register securities on the Fund-ME Form.

Issuer Information

Company name: _____

Company street address: _____

City, state, zip code: _____

Company web site address: _____

Contact Person and Contact Information

E-mail address of contact person: _____

Phone number for contact person: _____

Address (if different from above): _____

Make sure you submit the following with your Fund-ME Form:

- This cover sheet
- Appendix A – Business Plan
- Appendix B – Financial Statements – The type of financial information you need to submit depends on the amount of your offering. Make sure you check the [statute](#) to find out whether you need to submit the company's income tax returns along with company financial statements certified by the company's principal executive office, company financials statements reviewed by a public accountant, or audited financial statements for the company.
- Appendix C – Capitalization Table
- Appendix D – Biographical Information
- Subscription Agreement
- Fully executed Impoundment Agreement
- Filing Fee

How to Submit Your Form

You must send your filing fee at the same time that you submit your Fund-ME Form. Please indicate here how you are sending your [filing fee](#).

- Check enclosed** Amount: \$ _____
Checks should be made payable to Treasurer, State of Maine
- Credit Card:** Please click [here](#) for the credit card authorization form or visit www.investors.maine.gov

Delivery Methods

Email: OOS.Registration@maine.gov

Fax: (207) 624-8590, Attention: Fund-ME - Office of Securities

Mail:

- ◆ All US 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 toll-free in-state at (877) 624-8551 or (207) 624-8551. Additional information is available at www.investors.maine.gov.

Tips for Completing the Form

- ◆ Do not alter the form in any way.
- ◆ Make sure you respond completely and accurately to every item on the form. Include every page of the Offering Circular, including the table of contents, executed signature page, and all required exhibits with your filing.
- ◆ Make sure that the minimum offering amount (and the amount you will put into the impoundment account) is at least 30% of your maximum offering amount. **Remember, the maximum amount you offer during any 12-month period cannot exceed \$1,000,000.**
- ◆ Form Fund-ME is only for Maine, and the requirements for securities offerings differ from state to state. **Before** you offer in states other than Maine, check with the securities regulator in each of those states to find out what each state requires for filings, fees, etc.

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