

## 1. How do I contact HTGF?

*Different ways to establish contact.*

### **There are different ways to contact HTGF:**

- In person, for example at an event where a HTGF representative is present (business plan competitions, start-up events, consultation days at universities etc.).
- By phone or e-mail (contact details on our website).
- Through a recommendation, for example from an incubator, a start-up centre or a HTGF-Scout or -Partner.

## 2. What documents do I need to submit? And where to?

An executive summary, a detailed business plan or a conclusive presentation is essential for a first impression of your business. Please submit your documents to one of our investment managers after having contacted him previously. All our team members can be found on our website. You can also send your documents to [info@htgf.de](mailto:info@htgf.de).

*The documents you need to submit.*

## 3. What is particularly important to HTGF?

### **The following 3 things are essential for HTGF:**

- the **technology-related business idea**
- the **management team** that implements the idea
- the **business concept or business plan** showing how the team intends to implement the idea

*What matters to us.*

## 4. What happens afterwards at HTGF?

After you have sent us your documents, the first step is the examination by an investment manager and an experienced project manager, chosen depending on your technology sector, in order to establish whether in principle you fulfil the requirements for a HTGF investment. Generally we will provide you with a first feedback after one week.

*What is the in-house procedure for your submitted documents?*

## 5. What happens next: meeting, live pitch etc...?

If your idea is promising, if all criteria are met and if we can envision making an investment alone or with other partners, we want to know more about your business. We would then invite the entire founding team for a meeting in order to discuss open points any your questions face to face.

## 6. How can I be convincing in my pitch ?

A confident appearance and a successful presentation explaining the basic idea in a nutshell are decisive. The idea must be innovative and promising as far as the technology or the business model are concerned. In preparation to the meeting, the founding team should spend time on topics like market relevance, competition, create a realistic financial planning and develop a sense for how to illustrate their idea in detail. In order to establish mutual trust, for us as investors, it is of particular importance that the founders come across as honest and straightforward. Just imagine yourself as the the investor and think of what would make you want to invest.

*Convince us in person in a meeting.*

## 7. What happens thereafter?

If you and your team got us convinced about your idea and, if in principle, your business plan can be realized with our seed investment, we then issue a term sheet detailing the conditions of our participation. Once we receive a signed version of the term sheet, we then start the detailed examination of each individual aspect of your proposal (due diligence).

*Term sheet starts off due diligence process.*

## 8. What about the investment agreement? Is it possible to negotiate individually contracts or do you use standard contracts ?

After a successful due diligence process and the approval of the investment committee, the investment agreement is signed in presence of a notary public. The HTGF investment contracts are standard contracts which are being adjusted according to the capital requirements and the number and composition of other investors.

*How is the investment agreement prepared ?*

## 9. What happens after the contracts has been signed ?

Once the contracts have been signed, HTGF pays out the previously agreed on tranches which are subject to the completion of certain milestones. This way we make sure the company has the funds to take an idea through prototyping or a "proof of concept" phase all the way to market launch.

*We leave it entirely to the founders to run the company.*

All along, the management team interacts closely with the responsible investment manager who will help with any questions or problems but not interfere with the operational business. Furthermore, HTGF actively helps establishing contacts between founders, investors and multipliers, e.g. through our own events such as the High-Tech Partnering Conference or the Family Day or generally through the HTGF network. HTGF is also supportive if you need additional expertise, help with management issues or personnel recruitment or regarding follow-up financing etc.