



Completing a Leapfunder Notes round

- You have raised your Leapfunder Notes round successfully: now what?
- How to request receiving your cash:
 - Online you can indicate which investors you would like to accept
 - Go to your TE – tab {investments}
 - Press {approve} to accept the investments



- After accepting the investments press {send request} [Request bond issue](#)
[Send request](#)
- The request will be picked up as soon as possible: check with your account manager for the best timing
- An independent check is now carried out that all documentation is complete and in compliance with the law. You will receive additional requests for information if there is anything missing. For example: if an investor invested from a dual-name bank account, the identity of that investor needs to be verified. This can take some time
- The securities will be issued: each investor receives a full information package via email. From this moment the interest accrues
- Cash payments will be sent to you soon after the securities are issued. This normally takes several working days
- Send regular investor updates:
 - From the moment your securities are issued you will be expected to send monthly investor updates
 - These updates should contain a general overview of the development of your business. Also they should contain at a minimum:
 - An overview of all asset purchases/ sales > E25k
 - An overview of all loans, credit or credit guarantees which could lead to a cash outflow >E25k
 - Management appointments
 - An overview of financing moves (the investors involved can remain anonymous)
- The regular updates are important! If you fail to provide a monthly report:
 - An investor can request that you send the monthly report: now it is *mandatory* to send the report *before the next monthly deadline*
 - *If you fail to respond such a request from any investor 3X in any 12 month period the Leapfunder Note can be voided and money needs to be refunded*