

## **Icon Set for New Financial/Legal Software:**

### **1. Legal compliance / foundation**

- a. We need to communicate that the user's company will be put on a solid foundation and that our software helps their company stay compliant with legal and financial regulations

### **2. Stock issuance / stock transfer**

- a. We need to communicate that our software can help customers' new companies sell stock to their employees and advisors
- b. Ideas for visualizing this: stock certificate, stock certificate with an arrow pointing to the right

### **3. Bank account**

- a. We need to communicate that our software helps customers' new companies setup a corporate bank account using a partner

### **4. Fundraising / investment**

- a. We need to communicate that our software helps customers' new companies navigate the fundraising process and associated record keeping

### **5. Investor**

- a. We need to visualize that a user is an investor, as opposed to an employee / co-founder of the customer company

### **6. Investment fund**

- a. We need to indicate that an investment entity is an investment fund / venture capital fund, as opposed to an individual investor

### **7. Capitalization table**

- a. We need to communicate that our software helps customers' track the capitalization table of their new company
  - i. The capitalization table is used to track who owns shares in a company and how many shares they own
  - ii. Before a company becomes a public entity traded on a stock exchange, the capitalization table typically consists of the founders, employees, advisors and investors of a startup company.

### **8. Compliance alerts & calendar**

- a. We need to communicate that our software allows customers to easily view compliance alerts and due dates
- b. These are tasks that the user has to complete to make sure their company completes government filings on time and complies with financial and legal regulations

### **9. Due diligence / document room**

- a. We need to communicate that our software allows customers to easily share documents for review by investors considering an investment in their company

### **10. Manage from any device**

- a. We need to communicate that our software allows customers to manage their companies from any device (web, mobile and tablet)

**11. Document export/send**

- a. We need to communicate that our software allows customers to export their corporate documents for review by investors or potential acquirers of their company

**12. Privacy / access controls**

- a. We need to communicate that our software maintains strict access controls, preventing unauthorized access to sensitive corporate information

**13. Dashboard**

- a. We need to indicate clearly to the user the section of the website where they view alerts, notifications and other important information relating to their company or investments

**14. Team**

- a. We need to indicate clearly to the user the section of the website where they manage the members of their team, including setting up a board of directors & board of advisors, adding employees and legal counsel

**15. Team Member**

- a. We need to visualize that a user is a team member, as opposed to an investor or founder from another company

**16. Shareholder Updates**

- a. We need to indicate clearly to the user the section of the website where they send regular updates to their shareholders

**17. Document**

- a. We need a way of symbolizing a document

**18. Upload Document(s)**

- a. We need a way of indicating that the user can upload their corporate documents so that they can be used in our software

**19. Download Document(s)**

- a. We need a way of indicating that the user can download their own corporate documents

**20. Send Money / Wire Transfer**

- a. We need a way of indicating that the user is sending money to another party using our software
- b. This will usually be done in the context of an investment deal or an employee buying stock options in a startup

**21. Review Document(s)**

- a. We need a way of indicating a review process for documents where lawyers and partners will review documents before they can be executed/signed

**22. Sign Document**

- a. We need a way of indicating that the user is signing a document using our software

**23. Email**

- a. We need a way of indicating that a form field is an email address

**24. Phone**

- a. We need a way of indicating that a form field is a phone number

**25. Status: Due Soon**

- a. We need an icon to indicate that the deadline for completing a document or regulatory filing is coming up soon

**26. Status: Overdue / Past due**

- a. We need an icon to indicate that the deadline for completing a document, regulatory filing or task has passed and that this is now overdue (needs to be remediated)

**27. Status: sent**

- a. We need an icon to indicate that a document, documents, regulatory filing or task has already been sent

**28. Status: In Process**

- a. We need an icon to indicate that a document, documents, regulatory filing or **task is in process**

**29. Status: Done / completed / executed**

- a. We need an icon to indicate that a document, documents, regulatory filing or task has been completed (documents have been signed, etc.)

**30. Status: blocked / failed**

- a. We need an icon to indicate that a regulatory filing or task has failed; that a proposed contract has been rejected, etc.