



Startup legal checklist for seed stage founders in CZ & SK

📄 STEP	⚡ WHY YOU NEED THIS	⚡ HOW TO SPEED IT UP	🕒 WHEN YOU NEED THIS
Convertible loan agreement (CLA)	Lets you raise funds without agreeing on company valuation first.	Use standard agreements to close fast, ideally without negotiations.	If you're raising a convertible round before a priced equity deal.
Data processing agreement (DPA)	Details how you handle personal data and ensures GDPR compliance, usually attached to the MSA.	Use a DPA with standard GDPR safeguards. Map your data flow and consider ISO or other certifications to speed up sales.	When your product processes personal data on behalf of your customers.
Due diligence folder	Contains all key company documents for investor review during due diligence.	Use a standard document checklist to organize your DD folder.	Immediately after signing the term sheet.
Employee handbook	Collects internal policies like leave, remote work, expense claims, and benefits in one place.	Keep your handbook simple at first and update it as you grow.	When you've hired your first 5–10 employees.
Employee stock ownership plan (ESOP)	Lets you offer equity to early team members as part of their compensation.	Start with a phantom ESOP to set up the structure, grant equity early, and keep your team motivated. Upgrade to a more robust plan later.	When hiring early team members.
Equity investment agreement	To raise capital by giving investors a share in your company.	Stick to <u>standard docs</u> , clean up your cap table, and prep answers to investor questions in advance.	When you're raising a priced round.
Master services agreement (MSA)	Sets standard terms for long-term B2B customer relationships, covering pricing, liability, and IP.	Larger clients often require an MSA, so have one at the ready.	When you start landing big B2B clients.
PoC agreement	Covers what's being tested in a pilot with a potential customer, how long it runs, and who owns the data or tech during and after.	Use a simple PoC template with clear scope, success metrics, and basic liability and data terms. Switch to a full contract later.	If you run early customer trials or pilots.
Service level agreement (SLA)	Defines service expectations (e.g. uptime, support) and what happens if you don't meet them.	Use a market-standard SLA for uptime guarantees and support, and keep remedies at industry standards.	When offering ongoing service or support as part of your product.
Term sheet	Covers key deal terms with your investors.	Customize big deal points (like valuation and money-in) and keep everything else aligned with <u>standard terms</u> .	When you've selected your lead investor.
Terms of use (ToU)	Sets the rules for B2C customers, including pricing, refunds, and service terms.	Follow local consumer protection laws and procedures when targeting a new market with B2C product.	Before you launch your B2C product or accept customers.

 **Not sure where to start?**

We're here to help you get it done

Reach out