



TOP 10 TASKS/TOOLS • SELF-GUIDED TOUR

Practical Guidance

Capital Markets & Corporate Governance

This Top 10 list contains key resources and tools found on the Capital Markets & Corporate Governance practice area page.

1. INITIAL PUBLIC OFFERINGS

The [Initial Public Offerings Resource Kit](#) consists of more than 200 practice notes, checklists and annotated templates. Other key items to review within this task include:

Practice Note: [Initial Public Offering Process](#)

Annotated Template: [Closing Memorandum \(IPO\)](#)

Checklist: [Form S-1 Form Check: Checklist](#)

Top 10 Practice Tips: [Initial Public Offerings](#)

2. FOLLOW-ON OFFERINGS

The [Follow-On Offerings Resource Kit](#) consists of more than 100 practice notes, checklists and annotated templates. Other key items to review within this task include:

Practice Note: [Registered Securities Offerings Post-IPO](#)

Annotated Template: [Board Resolutions: Follow-On Equity Offering Authorization](#)

Checklists: [Closing Checklist \(Follow-On Public Equity Offering; Non-Shelf\)](#)
[Form S-3 Form Check: Checklist](#)

Market Trends: [Market Trends 2019/20: Follow-On Offerings](#)

Top 10 Practice Tips: [Follow-On Offerings](#)

3. PRIVATE PLACEMENTS

The [Private Placements Resource Kit](#) consists of more than 65 practice notes, checklists and annotated templates. Other key items to review within this task include:

Practice Note: [Private Offering Exemptions](#)

Annotated Template: [Private Placement Memorandum Form](#)

Checklist: [Regulation D, Regulation A+, and Regulation Crowdfunding Requirements Chart](#)

Top 10 Practice Tips: [Private Placements](#)

4. DEBT SECURITIES OFFERINGS

Our [Debt Securities Offerings](#) content includes more than 150 practice notes, checklists and annotated templates. Key items to review within this task include:

Practice Note: [Corporate Debt Securities in U.S. Capital Markets](#)

Annotated Templates: [Closing Memorandum \(Non-Shelf Registered Debt Offerings\)](#)

Checklist: [Purchase Agreement Checklist \(High Yield Debt Offering\)](#)

Market Trends: [Market Trends 2019/20: High Yield Debt Offerings](#)
[Market Trends 2019/20: Medium-Term Note Programs](#)

Top 10 Practice Tips: [Investment Grade Debt Offerings](#)
[High Yield Debt Offerings](#)

5. DUE DILIGENCE FOR SECURITIES OFFERINGS

The [Due Diligence for Securities Offerings Resource Kit](#) consists of more than 50 practice notes, checklists and annotated templates. Other key items to review within this task include:

Practice Note: [Due Diligence: Managing the Process for an IPO](#)

Annotated Templates: [Due Diligence Request List \(IPO\)](#)
[Management Due Diligence Questions](#)

Checklist: [Auditor Due Diligence Call Topics Checklist](#)

Top 10 Practice Tips: [Due Diligence for Securities Offerings](#)

6. PERIODIC AND CURRENT REPORTING

The [Periodic and Current Reporting Resource Kit](#) consists of more than 50 practice notes, checklists and annotated templates. Other key items to review within this task include:

Practice Notes: [Form 10-K Drafting and Review](#)
[Form 10-Q Drafting and Review](#)

Annotated Template: [Public Company Responsibilities Memorandum](#)

Checklists: [Form 10-K Form Check: Checklist](#)
[Form 10-Q Form Check: Checklist](#)
[COVID-19 Disclosure Checklist](#)

Market Trends: [Market Trends 2020/21: Risk Factors](#)

Top 10 Practice Tips: [Periodic and Current Public Company Reporting](#)

7. PROXY STATEMENT AND ANNUAL MEETING

The [Proxy Statement and Annual Meeting Resource Kit](#) consists of more than 60 practice notes, checklists and annotated templates. Other key items to review within this task include:

Practice Note: [Proxy Statement and Annual Report Drafting, Solicitation, and Distribution](#)

Annotated Template: [Memorandum to Board of Directors on Nomination of Directors by an Activist Investor](#)

Checklist: [Proxy Statement Form Check: Checklist](#)

Market Trends: [Market Trends 2019/20: Staff Legal Bulletins No. 14I, 14J, and 14K and Other Shareholder Proposal Developments](#)

Top 10 Practice Tips: [Proxy Statement and Annual Meeting](#)

8. BENEFICIAL OWNERSHIP: REPORTING, COMPLIANCE AND TAX MATTERS

Our [Beneficial Ownership](#) content consists of more than 40 practice notes, checklists and annotated templates. Key items to review within this task include:

Practice Notes: [Section 16 Forms: Guidance for Completing, Filing, and Amending Beneficial Ownership under Section 13 of the Exchange Act](#)

Annotated Template: [Memorandum: Obligations of Directors and Officers under Section 16](#)

Checklist: [Schedule 13D or 13G Filing Chart](#)

9. CAPITAL MARKETS BY INDUSTRY

We provide industry-specific guidance covering all relevant capital markets and corporate governance topics with our 17 [Industry Guides](#). Key resources include:

- [Insurance Industry Guide for Capital Markets](#)
- [Life Sciences Industry Guide for Capital Markets](#)
- [Oil & Gas Industry Guide for Capital Markets](#)
- [Real Estate Investment Trust \(REIT\) Guide for Capital Markets](#)
- [Media & Entertainment Industry Guide for Capital Markets](#)

10. TRENDS & INSIGHTS

We help attorneys stay current on the latest capital markets and corporate governance trends with around 100 [Market Trends](#) articles prepared by leading practitioners at top law firms. Our coverage includes:

- [Market Trends 2020/21: Pay Ratio Disclosures](#)
- [Market Trends 2020/21: Regulation Best Interest](#)
- [Market Trends 2019/20: Oil and Gas Transactions](#)
- [Market Trends 2019/20: COVID-19 from a Securities Law Perspective](#)
- [Market Trends 2019/20: Share Repurchases](#)
- [Market Trends 2019/20: PIPEs](#)
- [Market Trends 2019/20: Brexit Disclosure](#)
- [Market Trends 2019/20: Conflict Minerals Disclosure and Compliance](#)

BONUS TOOLS: SUMMER AND FIRST YEAR ASSOCIATES

The [SEC Proposed and Adopted Rules Tracker](#) identifies rules proposed and adopted by the SEC including key dates and summaries and links to evolving guidance. This tracker is updated on a weekly basis, as necessary.

Our [Summer Associate Resource Kit](#), including the [Summer Survival Guide](#), provides professional development support and key resources covering capital markets and corporate governance tasks that summer associates typically work on. This Resource Kit also includes our [Summer Associate Survival Glossary](#) which helps summer associates decipher the law firm language and covers all relevant terms that may come up in conversations and assignments throughout their summer program.

Finally, our [First Year Associate Resource Kit: Capital Markets & Corporate Governance](#) provides extensive coverage of what you need to know to excel in a law firm environment and complete Capital Markets & Corporate Governance tasks successfully. It provides a list of key resources covering major capital markets and corporate governance related tasks that you will typically work on as a junior associate.

For more information or to request a demo,
call **888-AT-LEXIS (888-285-3947)**

You can also request Lexis representatives to contact you on the following web page:

[lexisnexis.com/en-us/contact-us/contact-us-rep.page](https://www.lexisnexis.com/en-us/contact-us/contact-us-rep.page)