



TOOLS: GENERAL DUE DILIGENCE LIST

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Lincoln Crowne & Company is often asked for the basic framework of what makes up a reasonable due diligence information pack. Provided below is a very basic high level outline of potential information for inclusion.

General Information

- ✓ Executive summary on operations of business.
- ✓ Copy of business plan, and if in existence separate plans (*marketing, finance, I.T., Sales, etc.*).
- ✓ Document detailing the history of business.
- ✓ Copies of marketing information and other corporate brochures.
- ✓ Company structure detailing all companies in the group (*including subsidiaries or companies in which investment*).

Legal Documents

- ✓ Certificates of incorporation, Articles of association & any shareholder agreements.
- ✓ Register of shareholders and any other security holders (*convertible notes, etc.*).
- ✓ Key commercial contracts including with suppliers, clients, financiers, landlords, etc.
- ✓ Information on any litigation in which the Company is involved.
- ✓ Copies of any intellectual property including patent, trademark, copyright, URL, etc.

Human Resource

- ✓ Copies of Management contracts, bonus schemes, option schemes, etc.
- ✓ HR matrix detailing all employees, contractors, consultants, etc.
- ✓ Human Resource 'gap analysis' discussing where next hires in business would be.

Operations

- ✓ Location of all operations & explanation of role of each.
- ✓ Utilisation & capacity of each facility.
- ✓ Age & condition of facilities - including discussion on potential upgrades.
- ✓ List of suppliers & customers (*which can be sanitised*).

Financial

- ✓ Financial statements for the previous 3 years (*preferably audited*).
- ✓ Current and forecast budgets.
- ✓ Tax returns from previous 3 years.
- ✓ Capital expenditure programme for current, previous and forecast years.
- ✓ Asset register.
- ✓ Breakdown of clients on a % basis to contribution to revenue.

Information Technology

- ✓ Information on software licenses.
- ✓ Discussion paper on redundancy and disaster recovery.
- ✓ Copies of any I.T. audits conducted.
- ✓ Information on data management procedures.

Other Information

- ✓ Any environmental issues ?
- ✓ Include competitor analysis.
- ✓ Include Industry research.
- ✓ Include other relevant & material documents.



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The establishment of a detailed due diligence programme is a critical step in any corporate finance process. For further and more detailed information on preparing your organisation in a robust fashion please do not hesitate to contact either:

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