

replace with  
**LOGO**

Company Name

# COMPANY DUE DILIGENCE CHECKLIST

VERSION 0.1

JULY 12, 2013

Presented by:

Your Name

# Company Due Diligence Checklist

## 1. Ownership and Management

- 1.1 Please provide details of the authorised (if appropriate) and issued share capital of the Company and confirm the registered shareholdings of the Company, including confirmation whether the shares are fully paid up.
- 1.2 Are any of the shares beneficially owned/controlled by persons other than the registered shareholder?
- 1.3 Please confirm whether there are any charges or other rights restricting the transfer or issue of shares.
- 1.4 Please provide signed copies of any documents (including Articles of Association, Shareholders Agreements or any other documents) which affect the rights attaching to the shares or which relate to shareholder consent, or any other consents required?
- 1.5 Please confirm whether the directors are authorised to allot new shares and provide copies of relevant resolutions.
- 1.6 Please confirm that the Company has complied with all filing requirements (in particular accounts and annual returns).
- 1.7 Please provide statutory registers and minute books of the Company, including the register of charges and debenture holders, for inspection.
- 1.8 Please provide details of any interest the Company has in any other entity.
- 1.9 Please provide a list of the names and addresses of, and positions held by, the Company's directors.
- 1.10 Please provide a list of the Company's authorised signatories and the terms of their authority.

## 2. Corporate and Commercial Agreements

Please provide copies or details of each of the following, in relation to the Company.

- 2.1 Copies of all conditions of sale or purchase used by the Company.