

# Due Diligence Checklist

## Legal

- ☐ Corporate structure chart and incorporation documents
- ☐ Joint venture, partnership, and shareholder agreements
- ☐ Business licenses and permits
- ☐ Details of ongoing or past legal disputes
- ☐ Copies of outstanding debt instruments and related agreements

## Financial

- ☐ Audited and unaudited financial statements (3–5 years)
- ☐ Budgets and forecasts
- ☐ Summary of accounting policies and practices
- ☐ Tax filings and correspondence with authorities
- ☐ Details of loans, credit facilities, and contingent liabilities

## Commercial and business operations

- ☐ List and contracts of top customers (by revenue over recent years)
- ☐ Overview of sales channels and distribution agreements
- ☐ Pricing models, policies, and approval procedures
- ☐ Marketing and advertising strategies with recent campaign reports
- ☐ Key supplier list with contract terms and performance metrics

## **Human resources (HR)**

- ☐ All employment and consultancy agreements
- ☐ Compensation structures and benefit plans
- ☐ Recruitment initiatives and succession planning documents
- ☐ HR policies, hiring practices, and diversity/inclusion reports
- ☐ Summary of current or pending employment disputes

## **Intellectual property (IP) and technology**

- ☐ Patent register, trademarks, copyrights, and licensing agreements
- ☐ List of company-owned websites, domains, and digital assets
- ☐ IP-related agreements and ownership confirmations
- ☐ Records of IP disputes, claims, or violations
- ☐ Technology infrastructure, software assets, and R&D documentation