

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