

# Legal Documents Format for Capital Acquisition Due Diligence

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## 1. Cover Sheet

**Company Name:**

[Insert Company Name]

**Date:**

[Insert Date]

**Prepared By:**

[Insert Preparer's Name/Title]

## 2. Table of Contents

1. Executive Summary
2. Corporate Documents
3. Financial Documentation
4. Material Agreements
5. Intellectual Property
6. Litigation & Disputes
7. Regulatory Compliance
8. Employment Matters

## 3. Executive Summary

This due diligence report compiles all relevant legal documents and corporate records required for a comprehensive review in relation to the proposed capital acquisition of [Insert Company Name]. The following sections provide an itemized list and content summary of all documents reviewed.

## 4. Corporate Documents

- Certificate of Incorporation and Amendments
- Articles of Association / Bylaws
- Register of Shareholders and Share Certificates
- Board and Shareholder Meeting Minutes (last 3 years)

## 5. Financial Documentation

- Audited Financial Statements (last 3 years)
- Management Accounts (most recent)
- Tax Compliance Certificates & Returns

## 6. Material Agreements

- Loan and Credit Agreements
- Leases, Licenses, or Asset Purchase Agreements
- Customer and Supplier Contracts

## 7. Intellectual Property

- Patent Registrations and Applications
- Trademark Registrations
- Copyright Certifications
- IP Assignment or License Agreements

## 8. Litigation & Disputes

- List of Past and Pending Lawsuits
- Dispute Settlement Agreements
- Correspondence relating to Regulatory Investigations

## 9. Regulatory Compliance

- Business Licenses & Permits
- Compliance Certificates
- Environmental and Health & Safety Reports

## 10. Employment Matters

- Employee List and Contracts
- Stock Option/ESOP Agreements
- Non-Competition and Confidentiality Agreements

## 11. Appendices

1. Document Index
2. Copies of All Documents Listed
3. Legal Opinions (if any)

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## Important Notes

- Due diligence documents must be current, complete, and organized for accuracy in review.
- This checklist should be tailored based on jurisdiction and specific transaction requirements.
- Confidentiality and secure handling of sensitive documents are paramount.
- Legal counsel should review and verify all documents prior to finalizing acquisition decisions.