

# Company Acquisition Due Diligence Checklist

Date: \_\_\_\_\_

Target Company: \_\_\_\_\_

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## 1. Corporate Information

- Articles of Incorporation, Bylaws, and amendments
- Shareholder and board meeting minutes for last 3 years
- List of subsidiaries, shareholders, and directors
- Business licenses and registration certificates

## 2. Financial Information

- Audited financial statements (last 3 years)
- Unaudited interim financial statements
- Schedule of all debts and liabilities
- Projections and business plans
- Tax returns and correspondence with tax authorities

## 3. Legal & Compliance

- List of all ongoing or past litigation/disputes
- Material contracts (leases, loans, partnership agreements)
- Intellectual property documents (patents, trademarks, copyrights)
- Regulatory compliance status and reports

## 4. Human Resources

- Employee list with roles, salaries, and hire dates
- Employment and consulting agreements
- Benefit plans and insurance policies
- Labor disputes or pending claims

## 5. Customers & Suppliers

- Top 10 customers and suppliers (with contracts and terms)
- Sales and purchase agreements
- Customer complaints or warranties

## 6. Assets & Liabilities

- Schedules of fixed and intangible assets
- Property titles, leases, and equipment lists
- Inventory reports
- Bank accounts and signatories

## Important Notes

- This checklist is not exhaustive and should be tailored to each transaction.
- Engage legal, financial, and industry experts to review all documents.
- Request clarification of any incomplete or missing information.
- Confidentiality agreements should be signed before receiving sensitive documents.