

DUE DILIGENCE CHECKLIST

	Task	Performed by	Comment
<input type="checkbox"/>	Obtained all existing business documents which include but are not limited to business plan, charter documents, agreements, contracts, litigation, compliance to laws, real property, intellectual property, debt, financial statements, and tax matters.		
<input type="checkbox"/>	Obtained all existing charter documents such as Articles or Certificate of Incorporation, Bylaws.		
<input type="checkbox"/>	Obtained list of officers and directors.		
<input type="checkbox"/>	Obtained information regarding joint ventures or partnerships.		
<input type="checkbox"/>	Obtained information on agreements related to written or oral commitments to sell or issue securities.		
<input type="checkbox"/>	Obtained information on agreements related to voting of securities and restrictive share transfers.		
<input type="checkbox"/>	Obtained information on agreements related to preemptive or other preferential rights to acquire securities and any waivers thereof.		
<input type="checkbox"/>	Obtained information on agreements related to registration rights.		
<input type="checkbox"/>	Obtained information related to any pending or threatened investigations.		
<input type="checkbox"/>	Obtained information related to employee agreements.		
<input type="checkbox"/>	Obtained information related to consulting contracts.		
<input type="checkbox"/>	Obtained information related to employee benefit and profit-sharing plans.		
<input type="checkbox"/>	Obtained information related to stock ownership of directors and of the five most highly compensated officers.		
<input type="checkbox"/>	Obtained information related to real property such as deeds, leases, and other interests in real property.		
<input type="checkbox"/>	Obtained information related to intellectual property matters such as trademarks, trademark applications, trade names, service marks, or agreements.		
<input type="checkbox"/>	Obtained information related to all debt instruments, credit agreements, and guarantees entered into which are currently in effect.		
<input type="checkbox"/>	Obtain information related to any agreements restricting the payment of cash dividends.		
<input type="checkbox"/>	Obtain information related to any other agreements such as marketing, management and service, confidentiality, and nondisclosure agreements.		
<input type="checkbox"/>	Obtained information related to any agreements with competitors.		
<input type="checkbox"/>	Obtained information related to any agreements with governmental agencies or institutions.		
<input type="checkbox"/>	Obtained information related to restricting the right to compete or other agreements material to the business.		
<input type="checkbox"/>	Obtained information related to tax matters such as tax returns and audit adjustments.		
<input type="checkbox"/>	Obtained information related to any significant agreements currently in the draft stage.		
<input type="checkbox"/>	Obtained updated business plan that includes an executive summary, market analysis and plan, operational plan, and financials.		