

**Legal Due Diligence Information Request List**  
**relating to**  
**[NAME OF TARGET COMPANY] Limited (the Company)**

**Dated: [DATE]**

1. Please reply to this request list by:

(a)

(b)

2. Please provide confirmation that this is the correct information.

3. Please identify the headings and numbering of the headings.

	Information requested	
<b>1</b>	<b>Corporate</b>	
1.1	Certificate of Incorporation	
1.2	Articles of Association	
1.3	Statutory registers	
	(a) title register	
	(b) names register	
	(c) directors register	
	(d) company charges register	
	(e) persons with significant control register	
1.4	Latest filed accounts	
1.5	Shareholder register of the Company	
1.6	Details of any outstanding debentures of the Company	
1.7	Please confirm the names of all shareholders of the company, including their shareholdings.	
<b>2</b>	<b>Contractual</b>	
2.1	Copies of all material contracts entered into by the Company with any person, including any customer, supplier or service provider	
2.2	Details and copies of all agreements and arrangements entered into by the Company:	

	<i>Information/document requested</i>	<i>Reply</i>
	<p>(a) which are not in the ordinary and usual course of business or which are not on arms' length terms;</p> <p>(b) between the Company and any of its shareholders, directors or persons connected with the Company;</p> <p>(c) with any person who is a director or shareholder of the Company.</p>	
<b>3</b>	<b>Litigation</b>	
3.1	<p>Details of all litigation, claims or proceedings (including arbitration) involving the Company or any of its directors or shareholders:</p> <p>(a) as a claimant or plaintiff;</p> <p>(b) as a defendant or respondent;</p> <p>(c) as a witness.</p>	
3.2	Copies of consents on its business applications (Li)	
<b>4</b>	<b>Assets</b>	
4.1	Schedule of plant, machinery, equipment or fixtures which are owned or leased by the Company	
4.2	Copies of titles and similar documents relating to assets or interests owned or leased by the Company	
<b>5</b>	<b>Intellectual Property</b>	
5.1	<p>Details of all registered trademarks, service marks, patents, utility models, domain names and rights in computer software) belonging to or used by the Company (including pending applications)</p>	
5.2	Details of all copyrights, other design rights, inventions belonging to or used by the Company	



	<i>Information/document requested</i>	<i>Reply</i>
5.3	Details and copies of all licences, sub-licences or user agreements granted by or to the Company or other agreements entered into by the Company (whether as licensor, licensee or otherwise) relating to know-how or intellectual property (excluding commercially available software licences)	
5.4	Details of the Company's intellectual property	
<b>6</b>	<b>Commercial</b>	
6.1	Details of any commercial contracts entered into or occupied	
<b>7</b>	<b>Employee</b>	
7.1	Copies of employment contracts	
7.2	Schedule of service contracts and insurance	
7.3	Details of any contracts entered into by or in the name of the Company	
7.4	Copies of: (a) share certificates (b) company seal (c) share register (d) minutes of shareholders' meetings	
7.5	Copies of incentive, share option or other schemes	
7.6	Details of the Company's intellectual property	
<b>8</b>	<b>Finance</b>	
8.1	Details of any financing agreements entered into by the Company, together with any associated mortgage, debenture, charge or other security documentation	
8.2	Copies of and details of all agreements entered into by the Company to grant any loan, guarantee, indemnity, suretyship or other form of financial comfort or support	



	<i>Information/document requested</i>	<i>Reply</i>
	in respect of the obligations of another person	
8.3	Details of the Company's bank accounts and copies of all subsisting bank mandates	
8.4	Copies of the Company's management accounts any filed statutory accounts from the date of incorporation	
8.5	Copies of	
8.6	Details of	
<b>9</b>	<b>Taxation</b>	
9.1	Details of Company	
9.2	Copies of and corpo	
9.3	Details of	
9.4	Details of outstandi	
<b>10</b>	<b>Business</b>	
10.1	Copy of th	
10.2	If not set of the pri turnover & covered	

