

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. Refer to each subsidiary and interest in each ownership.

4. Please identify the headings and numbers.

	<i>Information requested</i>	
1	Corporate Information	
1.1	Certificate of Incorporation and Certificate of Good Standing	
1.2	Uptodate list of shareholders (including names and addresses)	
1.3	Statutory documents: (a) Memorandum and Articles of Association (b) Notice of Annual Meeting (c) Dividend Declaration (d) Certificate of Dividend (e) Power of Attorney	
1.4	Latest filed Annual Report	
1.5	Shareholder Register of the Company	
1.6	Details of any outstanding debt of the Company	
1.7	Group structure chart, identifying each shareholding or other interest in any other company, partnership or other business entity	
1.8	Details of any branch or representative office of the Company	

	<i>Information/document requested</i>	<i>Reply</i>
1.9	Details of, and copies of documents relating to, any insolvency proceedings or insolvency-related matters relating to the Company	
2	Contracts	
2.1	Details and copies of any standard terms of purchase sale or su	
2.2	Details and Company conditions sales valu	
2.3	Copies of business c	
2.4	<p>Details and entered in</p> <p>(a) w o t</p> <p>(b) w s c</p> <p>(c) ir o w tl ir</p> <p>(d) e fi n a g</p> <p>(e) b s w lc p</p> <p>(f) w n</p> <p>(i</p> <p>(ii) entitle a third party to exercise any right including any right of termination, pre-emption or option;</p> <p>(iii) cause the Company to be in default under such agreement or to lose any benefit,</p>	

	<i>Information/document requested</i>	<i>Reply</i>
	right or licence which it currently enjoys; or (iv) cause any liability or obligation of the Company to be created or increased.	
2.5	Details and copies of any joint venture, consortium, partnership or other arrangements	
2.6	Details of the Company's financial position	
2.7	Details of any contracts entered into with third parties	
2.8	Details of any agreements or any non- intention	
3	Litigation	
3.1	Details of any litigation, claims or (a) a liability C ir (b) a (c) a a	
3.2	Details of any actual or potential investigation by government bodies may become	
3.3	Copies of all consents, approvals or on its business applications (Li same) (Li	
3.4	Details of any Licences or of any Licences compliance to any claims for non-compliance	
3.5	Confirmation that accurate, up-to-date data protection registrations and/or notifications, where necessary, have been made by the Company with the Information Commissioner together with copies thereof	

	<i>Information/document requested</i>	<i>Reply</i>
4	Assets	
4.1	Schedule of fixed assets, including fixtures and fittings, plant, machinery, tools, furniture and computer equipment owned, used or possessed by the Company or which are used in the business of the Company	
4.2	Copies of and similar assets or	
5	Intellect	
5.1	Details of all registered service marks, database, utility marks, software) (including	
5.2	Details of belonging	
5.3	Details of agreements, license agreements, licensor, intellectual software	
5.4	Details of the Company's property	
5.5	Details of Company	
5.6	Details of third party the Company	
6	Commer	
6.1	Details of commercial occupied	
6.2	In respect of details and including variations, amendments, licences for alterations and the most recent rent review memorandum	
6.3	Please confirm that the Company has not assigned or disposed of any interest in any property for which it has a continuing liability (contingent or otherwise)	



	<i>Information/document requested</i>	<i>Reply</i>
6.4	Please confirm whether the Company is the guarantor or surety for any third party's liability (contingent or otherwise) under any lease or other property agreement	
7	Employees	
7.1	Copies of current service agreements and details of employment	
7.2	Anonymised showing just benefits (health and	
7.3	Details and or in the C	
7.4	Details of notice, or employment reasons for	
7.5	Copies of (a) s (b) g (c) s (d) h	
7.6	Copies of incentive, scheme or Company	
7.7	Details of progress	
7.8	Details of (a) a for (b) a C to n	
7.9	Details of contributors which provide benefits for any one or more present or former directors or employees of the Company or for their widows, widowers, children or dependants, including occupational pension schemes and personal pension schemes	



	<i>Information/document requested</i>	<i>Reply</i>
8	Finance and insurance	
8.1	Details and copies of any overdraft, loan or other financing agreements entered into by the Company, together with any associated mortgage, debenture, charge or other security documentation	
8.2	Copies of the Company's suretyship in respect of	
8.3	Details of subsisting	
8.4	Copies of for the last such accounts	
8.5	Copies of Company available	
8.6	Schedules aged creditors	
8.7	Schedule acquisition and (d) companies	
8.8	Copies of	
8.9	Details of last 3 years rise to annual	
9	Taxation	
9.1	Details of Company	
9.2	Copies of corporate relating to	
9.3	Details of confirmat VAT group	
9.4	Details of outstanding applicable tax authority in relation to the tax affairs of the Company	
9.5	Details of any disputes involving the Company with, or investigations by, HMRC or other applicable tax authority that were not settled at the last accounts date and any likely disputes or investigations	

	<i>Information/document requested</i>	<i>Reply</i>
9.6	Details of any dispensation or other special arrangements agreed with or concessions made by HMRC or other applicable tax authority in relation to taxation, including PAYE	
9.7	Details of expenditure since the last accounts date of the Company	

