

Merger and Acquisition Due Diligence Report

Date: _____

Prepared For: _____

Prepared By: _____

1. Executive Summary

This due diligence report summarizes the key findings and risks identified during the review of [Target Company Name] in connection with the proposed merger/acquisition by [Acquirer Name].

2. Company Overview

- Legal Name: _____
- Address: _____
- Industry: _____
- Founding Date: _____

3. Financial Due Diligence

3.1 Financial Statements (Last 3 Years)

Year	Revenue	EBITDA	Net Income	Assets	Liabilities
20XX					
20XX					
20XX					

3.2 Key Findings

- Revenue growth trend: _____
- Profitability analysis: _____
- Outstanding debts and liabilities: _____

4. Legal Due Diligence

- Company incorporation documents reviewed
- Ongoing/pending litigation: _____
- Material contracts and obligations: _____
- Intellectual property assets: _____

5. Commercial Due Diligence

- Market positioning and competition: _____
- Key customers and suppliers: _____
- Revenue concentration risks: _____
- Sales pipeline analysis: _____

6. HR & Operational Due Diligence

- Headcount: _____
- Key management personnel: _____
- Labour issues or disputes: _____
- Operational processes reviewed

7. Key Risks and Issues

- Legal risks: _____
- Financial risks: _____
- Operational risks: _____
- Reputational risks: _____

8. Recommendations

Based on the due diligence findings, it is recommended to:

9. Appendices

- List of reviewed documents
- Supporting financial schedules
- Other relevant materials