

Mergers and Acquisitions

Due Diligence Document

Date: _____

Target Company: _____

Prepared By: _____

1. Executive Summary

[Insert a concise summary of the due diligence process, key findings, and recommendations.]

2. Company Overview

- Company Name:
- Address:
- Industry Sector:
- Year Established:
- Legal Structure:

3. Organizational Structure

- Organizational Chart
- Key Management and Roles
- Ownership Summary

4. Financial Information

Summary of recent financial performance:

Year	Revenue	EBITDA	Net Income
[Year]	[Amount]	[Amount]	[Amount]
[Year]	[Amount]	[Amount]	[Amount]

- Audited Financial Statements (last 3 years)
- Outstanding Debt
- Major Assets & Liabilities

5. Legal & Regulatory

- Corporate Documents (Articles of Incorporation, By-Laws)
- Licenses and Permits
- Pending or Past Litigation
- Compliance Issues
- Material Contracts

6. Operations

- Main Products/Services
- Suppliers and Customers
- Facilities and Real Estate
- Key Operational Processes

7. Human Resources

- Employee Headcount
- Key Employees
- Compensation and Benefits Overview
- Labor Agreements

8. Intellectual Property

- Patents, Trademarks, Copyrights
- Trade Secrets
- Licensing Agreements

9. Taxation

- Tax Compliance Status
- Tax Liabilities
- Tax Filings (last 3 years)

10. Key Risks & Issues

- Identified Risks
- Mitigation Strategies

11. Appendices

1. Supporting Documents
2. Financial Reports
3. Legal Agreements
4. Additional Notes

Prepared By:

Reviewed By:
