

# 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:**

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**Reviewed By:**

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