

Due Diligence Checklist for Mergers

1. Corporate Information

- Articles of incorporation, bylaws, and amendments
- List of shareholders and stock certificates
- Organizational chart and list of subsidiaries
- Minutes of board of directors and shareholder meetings
- Shareholder agreements and joint ventures

2. Financial Information

- Audited financial statements (last 3-5 years)
- Interim financial statements
- Budget, forecasts, and business plans
- Schedule of all debt/loans and credit agreements
- Tax returns and correspondence with tax authorities

3. Legal Matters

- All pending and past litigation or disputes
- Governmental compliance, licenses, and permits
- Intellectual property documents (patents, trademarks, copyrights)
- Material contracts and agreements
- Environmental issues and compliance reports

4. Operations & Assets

- List of fixed assets and property titles/leases
- Inventory reports
- Major supplier and customer contracts
- IT systems overview and software licenses
- Insurance policies (coverage and claims history)

5. Human Resources

- Employee roster and organizational chart
- Copies of standard offer letters and employment agreements
- Summary of employee benefits and compensation plans
- Labor union agreements and disputes
- Compliance with employment laws and regulations

6. Other Areas

- Market and competitor analysis
- Customer satisfaction, key customers list
- Material safety or quality incidents
- Strategic plans for future growth

