

Getting more ready

The list.

1. Certificate of incorporation if a company.
2. Articles of incorporation.
3. Trust deed if relevant. (What I am looking for here are pre-emptive rights or special rights of shareholders or others)
4. Details of shareholders and directors and share classifications
5. Details of any agreements between shareholders, directors, staff, suppliers if relevant.
6. Three years of detailed financial statements and most recent management accounts.
7. Three years of tax returns.
8. BAS returns, the most recent from the last financial statements.
9. Sale agreement, if available.
10. Running balance from ATO portal.
11. Listings of suppliers, clients/customers
12. Agreements including vendor agreements supply agreements service provider agreements and premises lease.
13. Depreciation schedules if not included in the tax return.
14. List of equipment to be included in the sale even if depreciated, and annotated to say if used and working.
15. List of competitors and points of difference, if available.
16. Copies of policies and procedures or a discussion around these.
17. Discussion to be held around add backs.
18. Discussion to be held around staff and in particular the ability of the business to run without the owner
19. Discussion about business forecast. Note that the valuer will not perform the forecast but seek to understand it and particularly to understand its components.
20. Discussion of any possible claims and mitigation.
21. Anything else that may be helpful to tell the story of your business.

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Its in the Numbers

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