

INFORMATION REQUEST

relating to the

PROPOSED INVESTMENT IN THE BUSINESS KNOWN AS [COMPANY] BY [Investors]

To: [Directors]

[Date]

Dear Sirs,

We request that you provide the following information and electronic copies of requested and relevant documents at the earliest opportunity. We acknowledge that this is a comprehensive request for information and therefore in the circumstances where this information request requires you to provide documentation/information where no such documentation is in existence, we should be grateful if you would confirm this to be the case.

We prefer that the documents are made available to us via a secure public server service. In the case of contracts, please only include contracts that have been agreed, whether currently in force or not, or are intended to be signed in their current state in the next two months. We request that you advise us in the event that the company is to enter into any new contracts in the same period.

1. Certificate of Incorporation, current memorandum and articles of association and copies of all resolutions amending the same.
2. Shareholders agreement.
3. Any charge or security which relates to the business or assets.
4. Supplier contracts and memoranda of understanding.
5. A list of key current and future suppliers to the business whether under contract or not.
6. Standard terms of trading
7. Copy of the bill of materials with costings.
8. List of rental and leasing agreements or similar.
9. Details of any agency or distribution agreements relating to the sale of products.
10. Details of any other contracts that have any impact in the business.
11. Details of all fixed assets, tooling, equipment and materials over £500 in value.
12. Annual accounts for the first two years of the business.
13. Copy of latest management accounts.
14. Copy of financial plan for the next 3 years from August 2010 or earlier and monthly cash flow analysis for 12 months.
15. Details of any grants and loans.
16. Aged debtor and creditor lists.
17. Details of any disputed customer or supplier payments.

18. Contracts of employment for all staff
19. Details of any employee who is presently under or has given notice to terminate his employment.
20. Details of external service providers, self-employed persons and consultancy agreements.
21. Details of any disputes, accident claims, redundancies, terminations, ex-gratia payments to employees, any individuals or companies for whom the company feels under moral obligation to provide benefits.
22. Details of any share option scheme in force or proposed.
23. Details of any litigation, criminal investigation or other claims and disputes in relation to the company and its shareholders.
24. Details of all registered and unregistered IPR used in the business.
25. Details of any shared IPR and licenses required from other businesses including details of any disputes, challenges or infringement.
26. A brief description of your IT system including disaster recovery plans and confirmation that there is a legitimate license for all software in use.
27. Details of any lease or tenancy agreement.
28. All insurance policies maintained by the business.
29. Bank name and address, existing mandates, current facilities and balances.
30. Details of any reports commissioned in relation to the business that may be relevant to the transaction.
31. Details of any person or business that is entitled to receive a commission or any other fee in relation to the transaction.
32. Authorisation to purchase policy.
33. Company risk register.
34. Any other documents or agreements relevant to the ability of the company to continue its business as described in the plans or that may otherwise have a detrimental effect on the value of the business.