
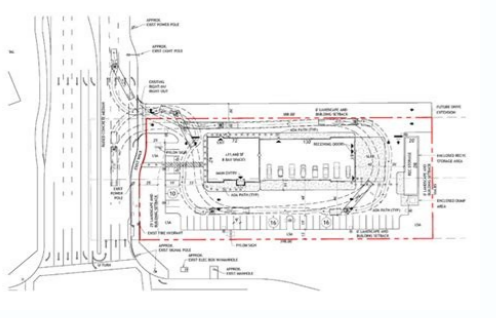


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Commercial due diligence report sample

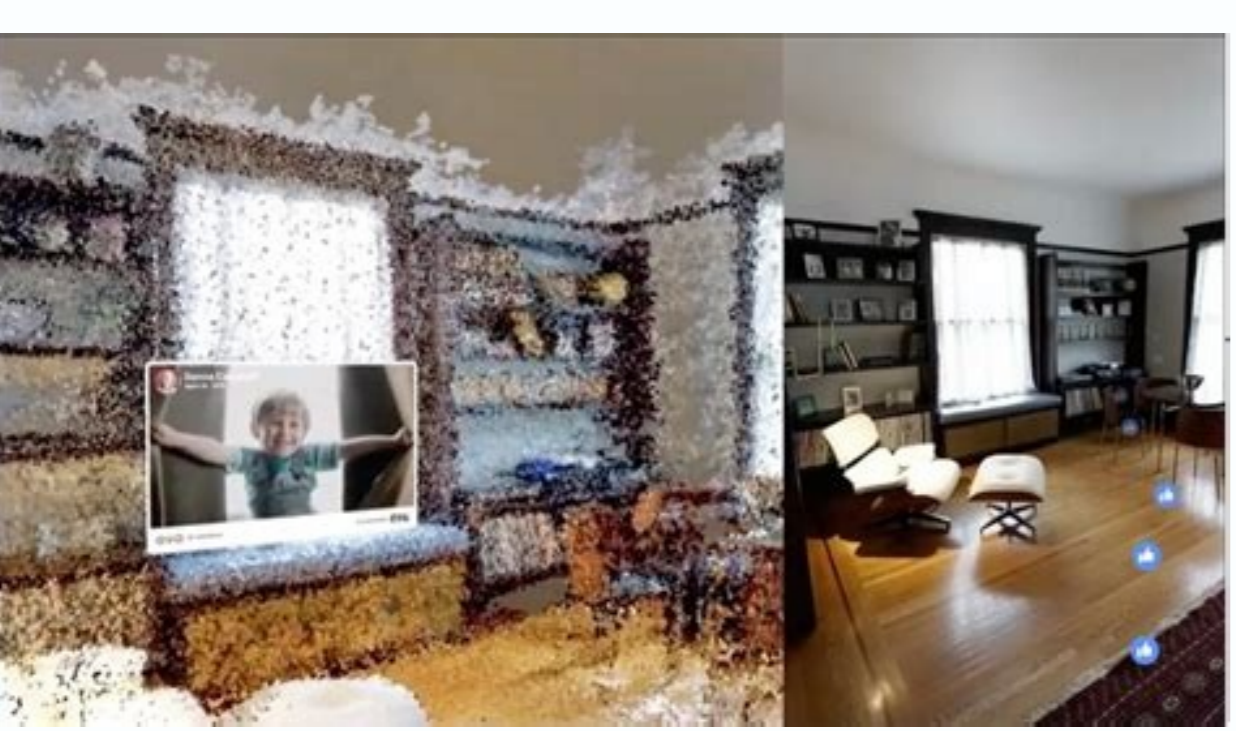


Due Diligence Checklist: Purchasing a Business

Buying a business requires careful consideration of various choices. This checklist highlights common areas that must be considered when buying a business. A business can be purchased by purchasing either the business' assets or the shares in the relevant company or interests in the trust.

It is important to ensure that a thorough due diligence review has been conducted before a decision to buy is made. Through the review, you should find out as much information about the business as possible, which you can then discuss with your adviser. You should also consider how embarking on a business venture would fit with your personal circumstances.

Item	Yes	No
Where the business is conducted through a company		
1 Has a company search been done to verify the vendor?	<input type="checkbox"/>	<input type="checkbox"/>
2 Are all ASIC compliance requirements up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
3 Does the company have any overseas operations?	<input type="checkbox"/>	<input type="checkbox"/>
Financial health		
4 Have you obtained the last four years' financial statements for the business?	<input type="checkbox"/>	<input type="checkbox"/>
TIP: The financial statements should contain a breakdown of: liabilities (including contingent liabilities); inventory; and accounts receivable and payable.		
5 Have you obtained information on the business' capital structure and, where possible, a current list of vested interests (such as shares, options, warrants, etc) and outstanding debt instruments?	<input type="checkbox"/>	<input type="checkbox"/>
6 Have you obtained an up-to-date copy of the business' credit report, if available?	<input type="checkbox"/>	<input type="checkbox"/>
7 Has a comparison between the business' gross profits and the industry trends been done?	<input type="checkbox"/>	<input type="checkbox"/>
8 Have you considered the financial projections and major growth drivers of the business in the next four years?	<input type="checkbox"/>	<input type="checkbox"/>
Taxation considerations		
9 Have you obtained the last four years' tax returns, including supporting schedules and workpapers of the business, such as capital allowance schedules, business activity statements, fringe benefits tax returns, etc?	<input type="checkbox"/>	<input type="checkbox"/>
ALERT: Consideration must be given to the duties of a director under the tax law. New directors need take action within 30 days of their appointment if the company has outstanding pay-as-you-go (PAYG) withholding or superannuation contribution amounts, or face the possibility of becoming personally liable to pay a director penalty.		



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So, be absolutely sure the acquisition has a huge potential upside before going ahead.A A In his book Lost and Founder, Rand Fishkin, the founder of software company Moz, rues a number of acquisitions he made because he lost focus on his core business eAAA one of many risks.A A A good tactic is to evaluate a target company from both sides, make the argument why you shouldneAAA invest as really delving into this perspective will give a more rounded viewpoint.A A A Costly Business.A A One critical question is on the opportunity cost of the acquisition: just because the acquisition may have a positive outcome it should be weighed against alternative options such as other acquisitions and different uses of capital.A A The cost of time, human resources and management focus is likely to be significant when weighing up the acquisition factor in these costs as well.A A What You Should Cover.A A Any commercial due diligence process is a balance between cost and benefit.A A There is only so much due diligence that can realistically be undertaken though.A A Obviously, the more significant the acquisition the more detailed the commercial due diligence report should be.A A The Target Company eAAA Strategic Direction and Management.A A You need to look carefully at the strategic plan eAAA it should be clear and concise. Evaluate key management positions. Examine their strategy to understand whether or not it has been built on a robust hypothesis.A A A good rule of thumb should be whether they can explain their strategy in simple terms. What are the economic and political risks for the business? What is happening to the overall size of the market? If you need to assess the financial strength of key competitors in a market you can view this key insight with Red Flag Alert. Alert.

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