

Information memorandum contents checklist

1		Summary	Responsible
1		Business overview	
2		Incorporation details	
3		Critical board minutes	
4		Management team profiles and contract summaries	
5		Board member profiles	
6		Operations team profiles	
7		Summary of any important subsidiaries	
8		Recent marketing material	
2		Financial information	Responsible
1		Financial projections (minimum three years)	
2		Three years' P&L, balance sheets, cash flows, and notes	
3		Current year budget (showing stretch targets)	
4		Management financial reports	
5		Breakdown of sales and gross profits by	
		- Product type	
		- Channel	
		- Geography	
6		Customer backlog analysis	
7		Marketing, sales and admin expenses	
8		Other financial information	
3		Accounts payable	Responsible
1		Top 10 suppliers incl key terms	
2		Review of supplier risk issues	
4		Sales and receivables	Responsible
1		Top customers incl key terms	
2		Customer churn analysis	
3		Customer contracts	

5	Policies and procedures	Responsible
1	General accounting policies (revenue recognition, etc.)	
2	Industry and company pricing policies	
3	Credit policies	
4	Return policies	
5	Warranty policies	
6	Financial projections	Responsible
1	Financial projections/forecasts (P&L, cashflow and balance sheet)	
2	Projections by product type, segment, customers, and channel	
3	Major growth drivers and prospects	
4	Strategic planning process and execution status	
5	Business and marketing plans	
7	Capital structure	Responsible
1	Shareholder list and relationships with management/board	
2	Options outstanding	
4	Summary of all debt funding inc. rates, repayment, re-financing arrangements	
5	Contingencies	
8	Contracts and agreements	Responsible
1	Corporate relationships	
2	Joint ventures	
3	Distribution agreements (incl commission/reward arrangements)	
4	Governmental contracts (including compliance requirements)	
5	Purchasing/supply agreements	
6	Off-take/sales agreements	
7	Wholesaling arrangements	
9	Services/products	Responsible
1	Service/product descriptions	
2	R&D initiatives	
3	Competitive analysis by product (incl margin analysis)	
4	New product pipeline, product enhancements	
5	Other information	

10	Marketing, sales and distribution	Responsible
1	Marketing and sales strategy	
2	Domestic and international distribution channels	
3	Positioning of the company and products	
4	Marketing opportunities/ marketing risks	
5	Revenue pipeline analysis	
6	Sales structure	
11	Management and personnel	Responsible
1	Organization chart	
2	Historical and projected headcount by function and location	
3	Leave balances	
4	Compensation arrangements (fixed, STI and LTI)	
5	Summaries of key employment agreements	
6	Details of any employee share scheme arrangements	
8	Workers' compensation information	
9	Details of any employee bargaining arrangements	
12	Premises	Responsible
1	Description of all premises incl leasehold and freehold	
2	Copies of lease agreements	
3	Floor plans showing growth capacity	
4	Outstanding stamp duty, land tax, rates issues	
13	Insurance	Responsible
1	Summary of current policies (product, public liability, plant etc)	
2	Claims history and outstanding compliance matters	
14	Legal	Responsible
1	Details of intellectual property	
2	Shareholder agreement key issues	
3	Summary of key contractual matters	
4	Other intellectual property	
5	Details of any litigation	
6	WH&S compliance and issues	

7	Status of any IP registration/management issues	
8	Summary of insurance coverage/ any material exposures	
9	Status of any commercial contract projects	
15	Regulatory issues	Responsible
1	Recent regulatory changes	
2	Licenses, regulation, approvals	
3	Status of regulatory compliance projects	
16	Tax	Responsible
1	Historical tax assessments and compliance status	
2	Tax loss, consolidation, GST issues	
3	Details of any contentious tax matters	
17	Other information	Responsible