



## DUE DILIGENCE REVIEW CHECKLIST

### FINANCIAL

	<input type="checkbox"/> Annual and quarterly financial information for prior 3 years <ul style="list-style-type: none"> <li>• Income statements</li> <li>• Balance sheet</li> <li>• Cash flow</li> <li>• Planned vs actual results</li> <li>• Accounting policies</li> </ul>
	<input type="checkbox"/> Management financial reports <ul style="list-style-type: none"> <li>• Sales and profitability reports</li> <li>• Overhead expenses and trends</li> </ul>
	<input type="checkbox"/> Latest business plan and financial projections for next 3 years <ul style="list-style-type: none"> <li>• Financial statements</li> <li>• Revenue and sales forecasts and underlying assumptions</li> <li>• Capital expenditures – replacement and new investment</li> <li>• Financing, interest and debt repayments</li> <li>• Risks assumptions</li> </ul>
	<input type="checkbox"/> External loan and financing agreements, security agreements, terms and conditions
	<input type="checkbox"/> Aged accounts receivable and accounts payable listing
	<input type="checkbox"/> Banking agreements including line of credit agreement
	<input type="checkbox"/> Company credit card balances and statements
	<input type="checkbox"/> Guarantees both corporate and personal
	<input type="checkbox"/> Notices of default
	<input type="checkbox"/> Notes held by the company

### TAX AND REGULATORY

	<input type="checkbox"/> CRA returns and assessments for prior 3 years <ul style="list-style-type: none"> <li>• Federal and provincial taxes</li> <li>• GST</li> <li>• Payroll</li> <li>• Other</li> </ul>
	<input type="checkbox"/> CRA account status and correspondence <ul style="list-style-type: none"> <li>• Delinquency notices</li> </ul>
	<input type="checkbox"/> Status of loss carryforwards
	<input type="checkbox"/> Regulatory compliance documents