

Information Request List

To commence the preparation of the valuation report, please provide all the below information up to and as of the Valuation Date using the reference numbers below. If the information is not available or the question is not applicable, please state as such.

If the information is not provided in the format and following the numbering below, fees will likely increase.

Delays in receiving the requested information will delay the preparation of the report and also increase fees.

Additional information may likely be requested once the below information has been analysed.

A. Business background

1. Key management and staff together with role descriptions.
2. Market-based salary for any directors or related parties working in the business.
3. Business plan and or marketing plan.
4. Any plans for the expansion of the business, either through new products and services and or markets.
5. Details of any significant business customers and or suppliers.
6. Details of any intellectual property, including copyrights and patents.
7. All key agreements, including current loan and financing agreements, key customer and supplier agreements, leases, and any related party agreements.

B. Financial information

1. Financial statements for the last five years.
2. Monthly balance sheet for the last thirty-six months to the valuation date (in excel).
3. Balance sheet at the valuation date (in excel).
4. Monthly profit & loss for the thirty-six months to the valuation date (in excel).
5. Annual sales by customers and product for the last three years and the last twelve months (in excel).
6. Forecasts and or budgets for the next twelve months (in excel).
7. Summary payroll report for each of the last four financial years and the last twelve months, with salary details for the shareholders and any related parties (in excel).
8. Fixed asset register at the valuation date (in excel), together with utilisation rates if applicable.
9. Tax depreciation schedule at valuation date.
10. Tax returns for the business for the last three years.
11. Details of any transactions or assets that are not related to the core business operations, such as assets used for personal use or expenses that do not relate to the business, for example, travel and accommodation and entertainment that do not relate to the operations of the business.
12. Details of any transactions with related parties, such as recharged expenses, consulting fees and or rent between related entities; related entities may include entities with common share ownership.

C. Other information

1. Management reports and board minutes in the last twelve months.
2. Details of any claims against the business.
3. Details of any past or current offers for the business, details of any previous business acquisitions and details of any previous valuations.
4. List of the number of shares held, class of share and shareholders at the valuation date and any transfers of company shares in the last five years (in excel).
5. Details of any comparable company performance benchmarks and or details of any public companies that may have similarities and details of key competitors.
6. Details of any recent industry publications with the outlook for the industry.