



## **INFORMATION REQUIRED – CHECKLIST**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>ACCOUNTS</b>                 | <b>Copies of last 3 years business accounts (including latest accounting year)</b>  |
| <input type="checkbox"/> <b>MANAGEMENT ACCOUNTS</b>      | <b>Copies of most recent management accounts plus a breakdown of last 24 months turn-over (month by month)</b>                      |
| <input type="checkbox"/> <b>AGED DEBTORS/ CREDITORS</b>  | <b>Copies of all lists showing debtors/ creditors</b>   |
| <input type="checkbox"/> <b>WORK IN PROGRESS</b>         | <b>Value/ Breakdown of Current Order Book</b>   |
| <input type="checkbox"/> <b>LICENCES/ APPROVALS</b>      | <b>Details of licences held in respect of goods or approvals (i.e. ISO 9051 etc)</b>  |
| <input type="checkbox"/> <b>INTELLECTUAL PROPERTY</b>    | <b>Details of patents, trademarks, copyrights etc (including websites)</b>  |
| <input type="checkbox"/> <b>WEBSITE</b>                  | <b>List of websites/ URL's owned</b>  |
| <input type="checkbox"/> <b>LITERATURE</b>               | <b>Copies of any marketing literature, price lists etc</b>  |
| <input type="checkbox"/> <b>FIXTURES</b>                 | <b>Inventory of machinery, equipment, vehicles (indicate any contract hire, finance or loans)</b>                                   |
| <input type="checkbox"/> <b>STAFF</b>                    | <b>Organisational chart to include positions, length of service, salaries ( include all key staff, owners and positions vacant)</b> |
| <input type="checkbox"/> <b>LEASES</b>                   | <b>Copy of all lease agreements (vehicles, equipment etc)</b>   |
| <input type="checkbox"/> <b>PREMISES (if applicable)</b> | <b>Summary of Lease/ Rent/ Rates/ Charges<br/>Freehold: Plans/ Photos/ Valuations</b>   |
| <input type="checkbox"/> <b>CONTRACTS/ CLIENTS</b>       | <b>Customer lists/ Specific Supply Agreements etc</b>   |
| <input type="checkbox"/> <b>ASSETTS</b>                  | <b>Lists of all other assets not previously mentioned</b>   |
| <input type="checkbox"/> <b>LITIGATION</b>               | <b>Details of all current legal claims or disputes involving the business.</b>  |

We require the above information to be provided and to be kept up to date.

All information provided is covered by the signed Confidentiality Agreement you have received from Adison International Limited and as such will be treated with the utmost confidentiality.

Please note that some of the information requested may not be applicable for your organisation, if this is the case please write NOT APPLICABLE next to the check box.