

Due Diligence Checklist

Buying a business is a big investment, always perform due diligence. [Read Full Guide.](#)

Always obtain professional advice when performing due diligence

Financial

Review 3 years of business financials.

- Profit and loss statements
- Balance sheet
- Current Tax Obligations
- Superannuation
- Wages and Salaries
- Tax Records (BAS, PAYG, NOA)
- Profit and wages paid to Owner (s)
- Depreciation schedule
- Bank loans and outstanding debts
- Bank Account Transactions
- Sub-Contractor Fees



Operational

Review information related to the day-to-day operations for the business.

- | | |
|---|---|
| <input type="checkbox"/> Products | <input type="checkbox"/> Customer Lists |
| <input type="checkbox"/> Services | <input type="checkbox"/> Stock Reports |
| <input type="checkbox"/> Equipment List | <input type="checkbox"/> Website Management |
| <input type="checkbox"/> Operational Procedures | <input type="checkbox"/> Market Reports |
| <input type="checkbox"/> Supplier Information | <input type="checkbox"/> Employees and Roles |
| <input type="checkbox"/> Distribution Channels | <input type="checkbox"/> Furniture and fittings |

Legal

Its important to review any registrations, contracts, leases and agreements the business currently has, such as;

- ABN, ACN business registration details
- Owner(s) information
- IP, Copyrights and Trademarks
- State Licenses
- Local Council Licenses
- Commercial Leases
- Equipment Leases
- Supplier Contracts
- Distribution Contracts
- ATO Liabilities
- Outstanding claims and court cases
- Product Warranties
- Service agreements
- Domain registration
- Local Area Developments

