GLOBAL DUE DILIGENCE
Documents to examine
Once an offer has been accepted on a corporate deal, an exhaustive due diligence process begins. Depending on the type and scope of the transaction, attorneys will review documents to help verify the health of the target company, identify any risks, and make sound recommendations on the deal at hand. Here, we break down the category of information and common documents searched in each.

Company/ Organizational
To understand how a company is structured.
- Combined financials
- Company by-laws and amendments
- Contract bidding agreements
- Shareholder agreement
- Bylaws for cross-border operations
- Insurance
- Non-disclosure agreements
- Shareholder/percentage owned
- Value of business expansion loans
- Business purchase agreement
- Annual reports

Financial
To understand the company’s current financial state and future projections.
- Accurate financial position
- Income statements
- Balance sheet
- Tax returns
- Audit and revenue reports
- Issuance of company investments
- Capital structure
- Provisions, reserves, and statutory and special assessments
- Issuance of capital and tax implications
- Issuance of stock and certificate availability

Legal
To understand legal compliance obligations and outcomes of past actions.
- Shareholder certificates
- Local/state federal business licenses
- Intellectual property
- Insurance coverage
- Licenses and/or permits
- Previous or outstanding legal cases
- Bankruptcy
- Pending litigation and judgments

Human Resources
To understand key employee roles and responsibilities.
- Current employment information
- Employment contracts
- Employee benefits
- Employee handbook
- Employee performance evaluations

Products and Services
To understand what is produced and the company’s production process.
- Current contracts
- Products
- Customer contracts
- Services
- Production agreements
- Sales agreements
- Distribution agreements

Contracts
To understand current and future obligations based on written contracts or agreements.
- Customer contracts
- Sales agreements
- Marketing agreements
- Product/service agreements
- Service agreements
- Distribution agreements

Customer Information
To understand key customer segments and targeting.
- Customer database
- Marketing campaigns
- Customer lifecycle
- Purchasing agreements
- Referral programs
- Segmentation

Intellectual Property
To examine all patents, copyrights, and trademarks the company has registered.
- Trade secrets
- Inventions and inventions
- Trademarks
- Design patents
- Industrial designs
- Copyrights
- Trade secrets and trademark agreements
- Rights for use of technology, trademarks, logos, and slogans

Physical Assets
Evaluated in the financial category, it is important to delve into the specifics of each asset.
- Equipment
- All inventory
- Real estate
- Rental agreements

Other Information
May or may not be applicable depending on the deal.
- Health and safety notices and information
- Market development and benefits
- Environmental

Attorneys assisting clients on global transactions have the added challenge of completing this work in foreign jurisdictions. CT has the local expertise and boots on the ground in over 150 countries, and with the convenience of a dedicated U.S.-based single point of contact who coordinates and manages your due diligence project from beginning to end, no matter where your clients do business.
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