## **Operational Due Duligence**

A     BUSINESS AND HISTORY       1     MOA/ AOA with all amendment       Self Certified Copy of updated MOA (with latest name, status (pvt, public), authorized capital clause V of MOA and the main object should be the one as inserted in History section)       3     Self Certified Copy of AOA on conversion into Public Company       List of Bank A/c's- (Refer A3 for format) (Latest Bank Statements of all bank accounts for last 3 years and stub period and till date along with cancelled cheque required)       4     Major Events/ Milestones in the History of the company, if any (on letterhead and Photo of Awards, certificates/ recognitions etc.)       5     Major Events/ Milestones in the History of the company, if any (on letterhead and Photo of Awards, certificates/ recognitions etc.)       6     Detailed Write-up On Business Profile along with Future Plans, Competition, etc. (Information Memorandum or Debt Facility Applications, prepared earlier, if any/Minutes of Discussion)       7     CIBIL Report of Company       8     Self Certified Copy of all Key Agreements including but not limited to:       - Shareholders Agreements     Scheme of Amalgamation/Mergers/Collaborations (Documents relating to Amalgamation/Mergers/Collaborations and other docs       9     All re-constituted partnership deeds, if applicable       List arrangement or understanding with major shareholders, customers, suppliers, land owners or others along with intended purpose (Agreements)       10     Shareholders, customers, suppliers, la			
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14 and utilities (if applicable) *	13	<b>°</b>	Certified on letterhead of Company
15 Product/ Services Brochure/ Catalogue/ Website	14	•	Certified on letterhead of Company
	15	Product/ Services Brochure/ Catalogue/ Website	

16	Latest Order book (sales) (Certified on letterhead of	Certified on letterhead of Statutory Auditors
10	Statutory Auditors)	
	Fixed Asset Register (should match with Fixed Assets on	Certified by Authorized Signatory
17	B/S/Restated) (Certified by Authorized Signatory)	
	Details of any change in business activites/ objects of the	
18	Company during last 5 years	
	Copy of Certificate of awards/ recognition won by the	
19	Company and promoters	
20	Details of Major listed and unlisted Peers/ competitiors	
	in the area in which business operate	
21	Management Chart of the company	
22	Major Risks and Risk Factors that can affect the	
	operations of the company	
В	CONSUMATION AND UTILITY DETAILS	
1	Water **	Water Bill - not later than 90 days
2	Power **	Electricity Bill - not later than 90 days
3	Fuel **	Fuel Bill - not later than 90 days
	Internet facility and Telephone etc. in Register and other	Bill-not later than 90 days
4	offices **	-
	Note on availability of Infrastructure & Utilities such	
5	as raw material, Power, Water, Manpower	
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\* Certified on letter head of the company \*\* Utility Bill -not later than 90 days