

Operational Due Diligence

A	BUSINESS AND HISTORY	
1	MOA/ AOA with all amendment	
2	Self Certified Copy of updated MOA (with latest name, status (pvt, public), authorized capital clause V of MOA has to be same as latest company master data as on MCA and the main object should be the one as inserted in History section)	
3	Self Certified Copy of AOA on conversion into Public Company	
4	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)	Latest Bank Statements of all bank accounts for last 3 years and stub period and till date along with cancelled cheque
5	Major Events/ Milestones in the History of the company, if any (on letterhead and Photo of Awards, certificates/ recognitions etc.)	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 Agreement	
	- Job Work Agreements	
	- Amalgamation/Mergers/Collaborations (Documents relating to Amalgamation/Mergers/ Collaborations and other docs related to it)	Scheme of Amalgamation /Mergers /Collaborations and other docs
	- Joint Ventures (Joint Venture Agreement)	Joint Venture Agreement
	- Strategic/Financial Partner(s) (Agreements)	Agreements
9	All re-constituted partnership deeds, if applicable	
10	List arrangement or understanding with major shareholders, customers, suppliers, land owners or others along with intended purpose (Agreements)	Agreements
11	Capacity built-up of factory/ manufacturing unit (if applicable) (Certified by Charter Engineer)	Certified by Charter Engineer
12	Brief write up on Marketing strategy adopted by the Company *	Certified on letterhead of Company
13	Flow Chart of Manufacturing Process/ Key Business Process along with detailed technical write-up *	Certified on letterhead of Company
14	Flow Chart of Procurement Process for key raw material and utilities (if applicable) *	Certified on letterhead of Company
15	Product/ Services Brochure/ Catalogue/ Website	

16	Latest Order book (sales) (Certified on letterhead of Statutory Auditors)	Certified on letterhead of Statutory Auditors
17	Fixed Asset Register (should match with Fixed Assets on B/S/Restated) (Certified by Authorized Signatory)	Certified by Authorized Signatory
18	Details of any change in business activites/ objects of the Company during last 5 years	
19	Copy of Certificate of awards/ recognition won by the Company and promoters	
20	Details of Major listed and unlisted Peers/ competitors 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	
B	CONSUMPTION 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
4	Internet facility and Telephone etc. in Register and other offices **	Bill-not later than 90 days
5	Note on availability of Infrastructure & Utilities such as raw material, Power, Water, Manpower	

** Certified on letter head of the company*

*** Utility Bill -not later than 90 days*