

Fact Finding Questionnaire

1. What are the company registration details?
2. Who is on the shareholder register?
3. Who are the company accountants?
4. Are the accounts audited and if yes, by whom?
5. Does the company use a firm of lawyers?
6. Who are the company's bankers?
7. Does the company have any parent/sister/subsidiary companies?
8. Does the company have a full business plan?
 - a. Yes, in some detail
 - b. In key areas only
 - c. No, so far we haven't had time or reason to quantify it all
9. Does the company have an exit strategy?
 - a. Yes, but only a loose plan
 - b. Yes, in some detail
 - c. No, so far we haven't had time or reason to quantify it all
10. What are the motivations for a sale?
11. Do the shareholders have a timeframe for a sale process?
12. Are the shareholders planning to appoint a financial adviser for the sale?
 - a. Yes
 - b. Probably
 - c. We might
 - d. No; we'll sell the business and execute the plan at the same time