

**Documents need to request for Business Valuation:**

No.	Check List
1.	Last 5 years financial statements (Balance Sheet of Profit and Loss).
2.	Current year financial statements to date, BAS and management accounts.
3.	Copy of any forecasts or projections for the following twelve months.
4.	The company's legal type and ownership structure, including owners and percentages of ownership.
5.	Identical financial and structure information for any trusts that form a part of the valuation as well as applicable Trust Deeds.
6.	Tax returns for the past three to five years.
7.	Copy of current ATO running balance.
8.	Details of any contingent liabilities, e.g. legal disputes, guarantees.
9.	A current organization chart.
10.	Details of contracts with Senior Employees.
11.	Payroll details for the past three to five years.
12.	Listing of all intellectual property - patents, copyrights, trademarks/service marks – and all license agreements.
13.	Listing of Accounts Receivable (aged).
14.	List of Accounts Payable (aged).
15.	Listing of sales by customer for the past three to five years.
16.	Listing of purchases by supplier for the past three to five years.

17.	Summary of salaries/wages paid to all employees for the past three to five years.
18.	Franchise Agreement, if applicable.
19.	Documentation on any current loans to or from the business.
20.	Copy of current lease agreements, if applicable.
21.	Details of all major assets and any particular valuations of plant and real estate.
22.	Details of any contracts for the provision or receipt of goods and/or services for the past three to five years.
23.	Current list of Furniture, Fixtures and Equipment (FF&E) with Fair Market Value of each item.
24.	Details of all major liabilities not specifically outlined above, including borrowings, creditors, tax, leases, superannuation and other employee entitlements.
25.	All relevant corporate documents, including Company Constitution
26.	Name and contact number of anyone who can accompany with valuer for site inspection of subject property and for additional information needed during the valuation process



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