**Company/Organizational**
To understand how a company is structured:
- Articles of incorporation
- Company by-laws and amendments
- By-law operating agreement
- Stockholder agreement
- Certificate of Good Standing
- Dissolution/liquidation
- Organizational chart
- Shareholders’ percentages owned
- Issues of associates
- Assumed names
-circle company minutes book
- Annual reports

**Legal**
To understand legal compliance obligations and outcomes of past or ongoing litigation:
- Trademarks, logos, and slogans
- Licenses and licensing agreements
- Liens on intellectual property
- Industrial designs and applications
- Design patents and applications
- Issued patents
- IP claims and litigation
- Trade secrets
- Permits and licenses related to hazardous substances
- Health and safety notices and information

**Intellectual Property Documents**
- Trade secrets
- IP titles and litigation
- Issued patents
- Design patents and applications
- Redesigns and applications
- Lens for intellectual property
- Copyrights and trademarks
- Licenses and licensing agreements
- Rights for use of animal-health, trademark, logos, and designs

**Products and Services**
To understand what is produced for sale and the services provided:
- All services and products
- Production costs
- Production freight
- Price and product growth costs
- Local equivalents

**Sales**
To understand sales performance and outlook:
- Revenue listed by customer
- List of key customers
- List of key products
- List of top 10 suppliers
- Revenue listed by category of product or service
- Revenue listed with customer
- Current market share (if possible)

**Human Resources**
To understand all employee roles and local employment regulations:
- Employment history
- Payroll information
- Benefits and compensation
- Labor union policies
- Past employee disputes
- Local employment regulations

**Contracts**
To understand current and future obligations on active contracts as agreements:
- Customer contracts
- Employee agreements
- Operating contracts
- Operating agreements
- Letters of contact and lease agreements

**Financial**
To understand the company’s current financial state and future projections:
- Revenue from sales
- Business assets and receivables
- Business statements
- Credit reports
- Income statements
- Debt
- Audit and revenue reports
- List of affiliates
- Stock price analysis
- Financial statements
- Capital structure
- Forecast, capital budgets, and strategic plans
- Up to date tax and tax lien information

**Customer Information**
To understand the segments and targeting strategies:
- Customer segments
- Marketing strategies
- Acquisition methodologies
- Pricing methodologies
- Customer service
- Legitimate and/or threats of litigation

**Physical Assets**
To understand the physical assets and real estate:
- Equipment
- All forms of real estate (including furniture)
- Equipment
- Inventory

**Difficulties**
- May or may not be applicable depending on the deal
- Health and safety notices and information
- New product development and benefits
- Claim for non-payment

**Other Information**
- May or may not be applicable depending on the deal
- Health and safety notices and information
- New product development and benefits
- Claim for non-payment

Attorneys assisting clients on international transactions have added the challenge of searching and retrieving these documents in foreign jurisdictions. CT Corporation has the 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 projects are located.

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