

# DUE DILIGENCE GUIDE

## ON-SITE DUE DILIGENCE.

<b>A. GENERAL COMPANY INFORMATION</b>		
1.	Name of the Company	
2.	Trade name (if any)	
3.	Registration number	
4.	Registered office	
5.	Year of Establishment	
6.	Profile of Key management and Board of Directors	
7.	Any other useful information	

<b>B. FINANCIAL</b>		
1.	Audited financial statements for the past three years.	
a)	Detailed Fixed Asset Register	
b)	Revenue and Expenditure Budgets for past three years and Capital expenditure trend for the for the past 5 years	
c)	Financial and Operating results for past three years	
d)	Schedule of contingent liabilities	
e)	Tax assessments for the past three years	
f)	Details of and the financial effects of any matters in dispute or under discussion with the Tax Authority	
2.	Certified copies of loan agreements or details (including interest, repayment terms, security etc.) of loans advanced by or to the Company or related party	
3.	List of insurance policies taken out for the benefit of the company.	
4.	Any other documents which are significant with respect to the business, financial condition, results of operations or prospects of the Company and which may be material	

<b>C. LEGAL</b>		
1.	Legal Structure of the Entity	
2.	Certificate of incorporation documents/ Memorandum And Articles of Association)	
3.	Shareholding Structure	
4.	Shareholders Agreement	

5.	Leases (and types of lease) of any property or licenses to or from anyone and relevant documents.	
6.	Details of the title and nature of any litigation (civic or criminal) or arbitration to which the Company or any subsidiary is party	
7.	Details of investigations (recent, underway or threatened) in respect of the Company or any of its subsidiaries.	
8.	Provide information any on material litigation pending or past breaches/disciplinary cases	
9.	Environmental issues – could the enterprise be in breach of any environmental legislation? Any disciplinary action in the past.	
10.	Details of any material instances of fraud uncovered in the last three	
11.	Details of any disputes involving the Company,	

<b>D.</b>	<b>OPERATIONS</b>	
1	Site visits to completed projects undertaken (Onsite visits)	

**E. PROOF OF THE AVAILABILITY OF FUNDS**

<b>PROOF OF AVAILABILITY OF FUNDS TO FUND THE PROJECT</b>		
1	Equity (Balance of cash in the Bank)	
2	Debt Financing – Signed or arranged loan agreements	
<b>PLANT AND EQUIPMENT (PROVIDE MANUALS, SPECS, DRAWINGS AS NECESSARY)</b>		
1	Availability of facilities, technology and skills to overhaul the project	
2	Details of previous contract(s) undertaken for third parties for the past 10 years on any of the above	
3	The type of plant and equipment	Arrange onsite inspections
4	The type of earthmoving and lifting equipment available	

F. HUMAN RESOURCES		
3.	Provide organogram for the company	

G. CONCESSION MANAGEMENT		
	<b>REGIONAL TRACK RECORD</b> Provide details of investments in the regions and lessons to be learnt from them	Arrange onsite inspection of selected investments
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**H. OTHER INFORMATION**

Any other documents which are significant with respect to the business, financial condition, results of operations or prospects of the Company which may be material