

SCHEDULE OF INFORMATION REQUIRED IN ORDER TO UNDERTAKE A BUSINESS VALUATION

1. Copies of full company accounts including detailed trading and profit and loss accounts for the last 5 years.
2. Details of any one off or exceptional items of income or expenditure contained in these accounts.
3. Copies of the company's Corporation Tax Returns along with the supporting schedules and computations for the last 5 years.
4. Copies of any management accounts prepared since the last annual accounts.
5. Copies of any budgets, forecasts, business plans and the like for the current and future years.
6. Details of the directors' remuneration, including benefits in kind, pension contributions and dividends paid in the last five years accounts analysed between each of the directors.
7. What are each of the directors' roles in the company and how many hours a week, do each of them work on average in the company?
8. If the directors' salaries are not at market rates, what are perceived as market rate salaries for the directors?
9. Schedules of movements on the directors' loan accounts during the last three years.
10. Apart from the directors, do any other family members work in the business who are paid at rates above or below market rate, for the work they do? If so, please provide further details, including their roles in the company, number of hours worked and remuneration package.
11. Apart from the directors does the company have any other key employees who are considered essential to its success? If so, please provide further details as to their roles and remuneration packages.
12. Please provide a brief description of the company's main activities and areas of operation.
13. Details of any major changes in the operations or scale of operations of the company in the last five years.
14. Does the company have the capacity and ability to expand and/or what constraints would there be in this respect?
15. Please supply a note of who the company's competitors are and advise to what extent if any, they are perceived to be a threat to the company moving forward.
16. Are there any reasons why demand for the company's products and services should not continue for the foreseeable future, at least at the same level as in recent years?
17. If a significant proportion of the company's income is dependent upon any particular customer or customers, please advise as to approximately what percentage of sales are attributable to each of them.
18. Is there any known reason as to why the level of income from such clients should not continue?
19. How does the company generate new business?
20. Is the company dependent upon any particular supplier for raw materials and/or other supplies? If so, please provide details.

21. If the company has any long term contracts (over one year) with either customers or suppliers, please provide brief details.
22. A schedule of the fixed assets held by the company.
23. If the company owns any property, details thereof, including an up to date valuation. In addition, please advise as to whether the company operates from the property. If not, please advise as to the current use of the property and if let, a copy of any lease or tenancy agreement in place.
24. If the company operates from any rented premises please provide details thereof, together with a copy of the lease or tenancy agreement in place or the main terms thereof. If market rent is not paid in respect of such premises, please advise as to what the market rent is considered to be.
25. If the company owns any assets which are considered to be surplus to its trading activities, please provide details. Such items may include investment properties, other forms of investment, including cash at bank in excess of what is reasonably required to meet the company's day to day working capital requirements.
26. If the company carries out any transactions with associated companies or businesses and/or related parties, please provide further details thereof and whether such transactions are carried out at market rates. If not please advise as to what the market rate would be.
27. Details of any bank loans and other finance arrangements currently held. Please provide copies of such agreements or details of the main terms thereof.
28. If there have been any previous valuations of the company or the shares therein, please provide details thereof. In addition if any offers have been received to by the company or its business, please provide details thereof.
29. Other than goodwill, does the company have any other intangible assets which may not be reflected on its balance sheet but are considered to have a value. These may include patents, trademarks etc. If so, please provide details.
30. Any other information you consider may be relevant in valuing the company. This may include any disputes/legal action with customers, suppliers or employees, matters under enquiry with HMRC if significant, potential obsolescence of products, technological changes etc.