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## COMPANY DUE DILIGENCE CHECKLIST

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Due Diligence of a Company is the process of reviewing the company legal, compliance, and financial aspects of the company. A company due diligence is recommended during purchase or sales or lending or investment or acquisition or merger or other business transactions. The major challenges in the due diligence process are 1. Knowing or Defining the Scope of Due Diligence 2. Knowledge of Sources of Information 3. Aggregation of Information 4. Analysing the information 5. Making Informed Decisions, and last but most importantly performing all these actions in time.

With the help of InstaFinancials, you can automate the decision critical information and make well-informed decisions at great speed. InstaFinancial is an Award Winning startup incubated by SAP Labs & Accelerated by Axis Bank.

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# Company Due Diligence Checklist

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## Company Master Information

- Legal Name, CIN, & Date of Incorporation
- Status & Last Balance Sheet Date
- Registered Address
- Industry Classification

## Directors Master Information

- Name, DIN & Appointment
- Disqualification & Deactivation Status
- KYC & Contact
- Current & Past Directorship
- Director RedFlags

## Charges Master Information

- Open Charges
- Satisfied Charges
- Charge Holder Name, Amount
- Outstanding years, Creation Date, Satisfaction Date
- Assets Secured



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# Company Due Diligence Checklist

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## Charge Search Report Documents

- Open Charges, Satisfied Charges, Future Charges
- History of each open charge

## Financials

- Balance Sheet, Profit & Loss & Cash Flow Statement
- Financial Ratio Analysis
- Financial & Non-Financial Schedules
- Audited Financials Statements & Directors Report
- Misc Disclosures Related to Balance Sheet
- Standalone and Consolidated Financials

## Corporate Directory

- Parent Company
- Subsidiary Companies
- Shareholders or Ownership Details and
- Related Parties

## Credit Ratings

- Assigned in Last 1 Year & Older than Last 1 Year



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## Compliance

- GST Filing Compliance
- MCA Filing Compliance
- EPFO Filing Compliance

## Employment

- Employment Count
- EPF Amount Paid
- Establishment Details

## Legal Cases & Defaults

- Legal Case & Other Cause List
- Legal Cases Filed Against the Company
- Legal Cases Filed by the Company
- High Court, Supreme Court, District Level Courts
- Statutory & Regulatory Default
- MCA Serious Complaints
- Suite Filed Cases



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## RedFlag Analysis

- Financial RedFlags
- Non-Financial RedFlags

## Company News & Sentiment Analysis

### **Company Public Documents & MCA eForms**

#### Financial Statements and Annual Returns

- Audited Financial Statements
- Annual Return and Shareholding
- Directors Report & Auditor Report

## Charge Management

- Creation forms & Modification forms

## Private Placements & Change in Capital

- Private Placement and List of allottees
- Change in Share Capital
- Other Issues and buybacks



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## Incorporation and Registrations

- Incorporation Certificate
- AOA and MOA
- Name, CIN & address change forms

## Certificates

- Certificate of Incorporation
- Certificate of Registration of Charge Modification

## Change in Directors

- Appointment of Directors
- Registration Notice
- Evidence of Cessation
- Removal of Directors

## Other eForm Documents & Attachments

- Appointment of Directors
- Registration Notice
- Evidence of Cessation & Removal of Directors



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## ABOUT INSTAFINANCIALS

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InstaFinancials is an Award-Winning Indian Corporate Intelligence Platform. InstaFinancials is incubated by SAP Labs & Accelerated by Axis Bank.

InstaFinancials aggregates, analysis and provides decision-critical information about all the companies registered in India to empower you to make faster and well-informed business decisions.

Our customers use our offerings to discover new high-quality corporate leads, onboard their customers or vendors faster & more confident, make well informed-corporate credit decisions and monitor their key customers, competitors and vendors.

Please contact us for all your Indian corporate data needs.

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