



Request for information - Project Block

IM - Information Memorandum, DD - Due diligence

#	Item	Description	Purpose	Priority	Status	Nash Advisory Comment	Project Block Comment
1. Company information							
1.01	Corporate structure	Diagram outlining all the corporate entities, if more than one, wholly or partially owned (or a related party) by Project Block including the relative ownerships of each entity by shareholder or shareholder group	IM	Medium	Not started		
1.02	Constitution	Company constitution for all relevant corporate entities	DD	Low	Not started		
1.03	Shareholder Agreement	Copy of the current Shareholders Agreement (if applicable), including any amendments or side letters	IM	Medium	Not started		
1.04	Asic documents	Certificate of registration and current company extract for all relevant corporate entities	DD	Low	Not started		
1.05	Board Reports	Copy of last 6 Board reports and Minutes, if available	IM	Medium	Not started		
2. Financial information							
2.01	Management accounts - Historical P&L	Detailed historical profit and loss management accounts showing GL level accounts for the last 4 financial years and current FY YTD. Please provide in excel in a monthly multi-period format	IM	High	Not started	Preference for excel (e.g. report format from MYOB / Xero)	
2.02	Management accounts - Historical balance sheet	Detailed historical balance sheet management accounts showing GL level accounts for the last 4 financial years and current FY YTD. Please provide in a monthly multi-period format	IM	High	Not started	Preference for excel (e.g. report format from MYOB / Xero)	
2.03	Management accounts - Historical cash flow statement	Detailed historical cash flow statement for the last 3 years	IM	High	Not started		
2.04	Statutory accounts	Statutory financial statements for the last 4 financial years	IM	High	Not started		
2.05	Current FY and next 2 FY Budget (3-way models if available)	Detailed P&L budget by GL code shown in a monthly multi period format. The budget should include all relevant workings and assumptions used	IM	High	Not started	Preference for excel	
2.06	Business Plan	Copies of any business plans for the next 3 to 5 years	IM	High	Not started		
2.07	Accounting Policies	Please provide summary of accounting policies (Aged debtors - collection policy, Aged creditors - payment terms, Revenue - recognition, etc)	IM	Medium	Not started		
2.08	Aged debtors	Current aged debtor report by debtor	IM	Low	Not started	Preference for excel (e.g. report format from MYOB / Xero)	
2.09	Aged creditors	Current aged creditor report by creditor	IM	Low	Not started	Preference for excel (e.g. report format from MYOB / Xero)	
2.10	Inventory	A breakdown of inventory by product (including product code, name, cost, Quantity, value, age and expiration date)	IM	Medium	Not started	If this is available at daily periods, please provide	
2.11	Obsolescence	Obsolescence provision (if applicable) and details of calculation / methodology	IM	Low	Not started	Including the value of products discarded due to expiry over the past 4 financial years	
2.12	Fixed asset register	Detailed fixed asset register identifying asset name, purchase date, opening book value, accumulated depreciation, depreciation method, current book value and location of asset	IM	High	Not started		
2.13	Intangible asset register	Detailed register of all intangible assets including business names, trademarks, domain names, software or any other intangibles and accumulated amortisation if applicable	IM	Low	Not started		
2.14	Abnormal expenses /normalisations	Provide a list of any abnormal or one off expenses in the last 4 prior financial years, including a detailed description of the nature of the expense incurred	IM	High	Not started	Expenses that have been incurred to the business however do not relate to the business activities of Project Block. These amounts will be assessed and adjusted to formalise the true earnings of the business	
2.15	Income Tax Returns	Income tax returns for the last 4 financial years	IM	High	Not started		
2.16	BAS, FBT, PAYG	FBT, BAS Statements and PAYG Statements for the last 3 years	IM	Low	Not started		
2.17	Bad Debt	Details about bad debts across the last 4 financial years and FY YTD, if any	IM	Medium	Not started		
3. Customer/Product/Competition							
3.01	Customer Contracts	Copy of standard customer contract / agreement Please detail any terms for customers regarding rebates credit terms, pricing, discounts	IM	High	Not started		
3.02	Customer Revenue Breakdown	Breakdown of revenue by customer for the last 4 financial years and current FY YTD	IM	Medium	Not started	Preference for excel	
3.03	Product Revenue Breakdown	Breakdown of revenue by product for the last 4 financial years and current FY YTD	IM	Medium	Not started	Preference for excel	
3.04	Product Volume Breakdown	Details of unit volumes sold per product per month for the last 4 financial years and current FY YTD	IM	Medium	Not started	Preference for excel	
3.05	Master Product/Category List	Please provide a detailed current master product/category list. Please also detail how these products are grouped into their respective categories in the financials, if applicable	IM	Medium	Not started		
3.06	Product Margin	Please provide, if available, margins by product/category	IM	Medium	Not started	Preference for excel	
3.07	Licenses	All Government / Regulatory Licenses required to operate the business	IM	Medium	Not started		
3.08	Major Competitors	Listing of major competitors in the market	IM	Low	Not started		
3.09	SWOT Analysis	Please provide a SWOT analysis of Project Block (Strengths of the business, weaknesses of the business, Opportunities available, threats to the business)	IM	Low	Not started		
3.10	Growth Initiatives	Please provide detail as to all of the growth initiatives available to the business if resources (money, time, staff) were unlimited (E.g. website update, marketing, product pivot, etc)	IM	Medium	Not started		
4. Human resources							
4.01	Master staff schedule	Comprehensive listing of all current staff including, name, date of birth, date of commencing employment, employment type (salary/wage), annual remuneration, hourly rates, superannuation, payroll tax, additional package inclusions, accrued entitlements (AL, LSL etc) and description of their role(s) within the business. Please also include any detail around applicable bonuses. Summary of critical employees (what they do, experience, how long with Project Block, etc)	IM	High	Not started		
4.02	Organisational structure	Diagram outlining the organisation structure and lines of reporting	IM	High	Not started		
4.03	Employment contracts	Copies of all signed employment agreements for current staff	DD	High	Not started		
4.04	Offer letters	Copy of template offer letter issued to new employees	DD	Low	Not started		
4.05	Staff awards/EBA	Copies of any relevant industry awards	IM	Medium	Not started		
4.06	Union activity	Copies of any current/draft EBA if applicable. Please also detail any union activity within the current workforce	DD	High	Not started		
4.07	Induction materials	Copies off all induction materials provided to new staff	DD	Low	Not started		
4.08	Code of conduct	Copy of staff code of conduct policy	DD	Low	Not started		
5. Supplier/third party contracts							
5.01	Key supplier summary	Summary spreadsheet showing in descending order key suppliers by \$ value for LTM period and including a description of the suppliers product/service	IM	Medium	Not started		

5.02	Supplier Terms / Contracts	Detail/copies of terms of any supplier terms/agreements/contracts in relation to the inputs of the manufacturing process	M	Medium	Not started		
5.03	Import/Input Costs	Details about the manufacturing & input costs for manufacturing per product (what materials are required, quantity, cost, etc.)	M	Medium	Not started		
6. Marketing collateral and social media							
6.01	Marketing documents	Data dump/copies of all graphical and written information used to promote the products/business	M	Medium	Not started		
6.02	Marketing Collateral	Digital copies of all current brochures/marketing collateral, including any media (online/newspaper/hv) published about the organisation since inception	M	Medium	Not started		
6.03	Social media summary	Summary of activity across all social media networks, including numbers of members/followers	M	Low	Not started		
6.04	Marketing campaigns	Summary of all recent marketing campaigns on either social media or other marketing mediums, including success rate, and detail as to how this is tracked	M	Low	Not started	Management have indicated this is very limited. The intent of this request is to show that	
6.05	Awards	Any documentation or collateral of the organisation or its staff winning awards since inception	M	Medium	Not started		
7. Legal, properties and assets							
7.01	Property summary	Summary table of all current properties including site name, lease expiry, options remaining, annual rent, conditions (outgoing etc), landlord and lettable area	M	High	Not started		
7.02	Property lease agreements	Copies of all current lease agreements including any addendums or other written communications with landlords	DD	Medium	Not started		
7.03	Asset lease agreements	Copies of all asset lease agreements for all equipment and any other leased equipment	M	Low	Not started		
7.04	Intellectual property	Copies of all documents relating to the ownership of intellectual property including business names, trademarks, domain names etc	DD	Low	Not started		
7.05	Complaints register	Register of all complaints (customer, staff or suppliers) for the last 4 financial years and FY YTD	DD	Medium	Not started		
7.06	Litigation	Details of any current or pending litigation	DD	Medium	Not started		
7.07	Insurance	Copies of all current insurance policies including details of any current, historical or pending claims	M	Low	Not started		
7.08	Work health and safety	Details of any current historical WorkCover/WorkSafe claims	M	High	Not started		
7.09	Hazards and injuries	Copy of hazard/indecent register for the last 4 financial years and FY YTD	M	High	Not started		
7.10	Other Permits / Licenses / Accreditations	Please provide copies of any other permits/licences/industry accreditations/industry standards required to operate, or currently held, by Project Block	M	Medium	Not started		
7.11	Procedures	Please provide copies of all relevant procedures, specifically relating to the operations of the business	DD	Low	Not started		
8. IT							
8.01	IT structure	Provide a diagram showing the interaction of the organisations software and systems	DD	Low	Not started		
8.02	Software summary	Summary of all key software/subscriptions used within the organisation	M	Low	Not started		
8.03	Security and disaster recovery	Details of security procedures in place and disaster recovery plan	DD	Low	Not started		