



ADDENDUM 1:
DUE DILLIGENCE INFORMATION PACK

1. Last three years' Annual Financial Statements
2. Financial forecast for the next 12 months
3. Detailed Management accounts of the last 18 months
4. Detailed Sales analysis per customer, product category and region, of the last 18 months
5. Last three months' bank statements
6. Detailed Asset register as at present with projected Capex needed for the next 12 months
7. Aged Debtors analysis as they stand at present
8. Declaration and details of all Bad debt written off the last three years
9. Aged Creditors analysis as they stand at present
10. Declaration and details of all Supplier problems / litigations the last three years
11. Details of the Lawyers used by the seller / business
12. Details of the Accounting practice / officer and software used
13. Copy of all Secreterial records (Share cert, annual returns etc)
14. Details of all the current borrowings – Bank OD, HP's, Equipment leases etc
15. Copy of all the premises' Lease agreements
16. Copy of current order book
17. Copy of all Customer agreements in place
18. Copy of all Supplier agreements in place
19. List of all the Competitors in the market
20. Equipment review and valuation by third party / specialist
21. Company organigram
22. Copy of the last 6 months' payrolls
23. Copy of all employment contracts in place
24. Copy of Quality records / systems in place
25. Copy of Insurance policy as it stands now and list of claims last 18 months
26. Copy of any relevant patents or other Intellectual property held
27. Copy of BBEEE records
28. Exchange rate exposure declaration

SmartGrow (Pty) Ltd

Registration number: 2015/353575/07

Vat No: 459 027 3142

Banking Details: Standard Bank, Acc 081 096 739, Branch 050021

Postal Address: PO Box 2563, Beacon Bay, East London, 5205

Business Address: 8 Tanglewood Gardens, Sunset Links Estate, Milnerton, 7441

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