

Preliminary Information Request in Respect of Valuation of a Limited Company

The list sets out some of the key information needed to carry out a valuation in financial remedy proceedings; it is not exhaustive but offers a useful starting point. The exact requirements will be dependent on the specifics of the business to be valued.

Ownership

- Details of the current shareholding, including information on any Share Option schemes
- Details of the group structure where there is more than one company
- Copy of the Articles and Memorandum of Association
- Copy of any Shareholder Agreements
- Details of the date the shares in the business were acquired and their cost
- Details of any transactions in the shares, and offers for shares or for the company in the last three years
- Details of the share owner's CGT situation

Background to the business

- Website address and copies of any company brochures or marketing material
- Organisation chart of directors and key employees and copies of any director's Service Agreements
- Analysis of sales to the top 10 customers in each of the last three years
- Details of any key suppliers
- Copies of any key contracts
- Details of key competitors
- Details of any property owned by the business; its use, current value and carrying value on the balance sheet
- Details of any disputes or litigation in which the business is involved

Financial information

- Copies of financial statements for the last three years, including copies of the detailed profit and loss accounts with commentary on:
- Any unusual movements in turnover, gross profit margin and overheads
- Any one off costs or revenues
- Directors remuneration and, where they are also shareholders, dividend payments
- Copies of corporation tax calculations and returns for the last three years and details of any open tax investigations (including VAT, PAYE and Corporation Tax)
- Copies of management accounts for the period since the date of the last statutory accounts, including any management reports normally included with the management accounts and details of the matter set out above in respect of financial statements
- Copies of any current budgets or forecasts, including a note of the date of preparation and purpose.
Copies of previous year budget or forecast
- Copy of the most recent bank facility letters, setting out details of the terms of any loans or overdrafts