

TRANSACTION PATHWAY

# Business Acquisition Transaction Pathway

SEPTEMBER 2022



This Pathway will take you through all of the steps to acquire a business, from early stage due diligence and assessment of whether to go ahead with the acquisition, to the end-to-end acquisition process. Custom tailor the steps to meet your requirements, then save as My Template, and you'll have a standard process that works for you for any business acquisitions. Standardised processes will streamline the process and make sure you and your team don't miss any steps along the way.

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
<b>Client Due Diligence</b>	<ul style="list-style-type: none"> <li>➤ NDA information</li> <li>➤ NDA completion and signature</li> <li>➤ Basic Company Information</li> <li>➤ Company Marketing Information</li> <li>➤ Key Client Contact</li> <li>➤ Company Location and Currency</li> <li>➤ Business Summary</li> <li>➤ Authorised Signatures Template Document</li> <li>➤ Authorised Signatures – Cygnetise Link</li> </ul>	<ul style="list-style-type: none"> <li>➤ NDA information Form</li> <li>➤ OneNDA</li> <li>➤ Phundex Predefined form</li> <li>➤ Phundex predefined form</li> <li>➤ Key Client Contact Form</li> <li>➤ Company Location and Currency Form</li> <li>➤ 500-word Business Summary form</li> <li>➤ Authorised Signatures Template Document</li> <li>➤ Authorised Signatures – Cygnetise Link</li> </ul>	<ul style="list-style-type: none"> <li>➤ OneNDA</li> <li>➤ Authorised Signatures Template Document</li> </ul>
<b>Business Case</b>	<ul style="list-style-type: none"> <li>➤ Request business plan</li> <li>➤ Business plan review</li> <li>➤ Financial review of previous financial statement</li> <li>➤ Financial Review of forward-looking projections</li> <li>➤ Review of any existing debt or financing arrangements</li> <li>➤ Supplier review</li> <li>➤ Competitive Analysis</li> <li>➤ Target Market/ Marketing Strategy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Request business plan</li> <li>➤ Review business plan</li> <li>➤ Financial Highlights</li> <li>➤ Financials please provide your sales/ costs/ Profit Projections</li> <li>➤ Competitors and how you distinguish from them</li> <li>➤ Market</li> </ul>	

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
<b>Credit</b>	<ul style="list-style-type: none"> <li>➤ Review credit worthiness of acquisition</li> <li>➤ Assess any financing requirements</li> <li>➤ Confirm financing available</li> <li>➤ Credit conditions if required</li> </ul>	<ul style="list-style-type: none"> <li>➤ Upload review document</li> <li>➤ Upload review document</li> <li>➤ Upload review document</li> <li>➤ Credit conditions</li> </ul>	
<b>Legal</b>	<ul style="list-style-type: none"> <li>➤ Appoint Lawyers</li> <li>➤ Legal Document and contracts Review</li> <li>➤ Final Legal Documents Signed off</li> <li>➤ Legal Opinion Review</li> </ul>	<ul style="list-style-type: none"> <li>➤ Legal Document and contracts Review</li> <li>➤ Legal Document Sign off</li> <li>➤ Legal Opinion</li> </ul>	
<b>Intellectual Property</b>	<ul style="list-style-type: none"> <li>➤ Intellectual Property Review</li> </ul>	<ul style="list-style-type: none"> <li>➤ Upload review document</li> </ul>	
<b>Closing/Funding</b>	<ul style="list-style-type: none"> <li>➤ Close out activities</li> <li>➤ Funding activities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Post Close Reporting</li> <li>➤ Assess Funding Readiness</li> </ul>	