

IPO and Dual-Track Process Checklist

Thinking about the next step in your business journey? Whether taking the IPO or M&A route, start your preparation early to ensure you have all the documents and information ready in your data room for a quick start and an efficient and smooth due diligence process. So you can always complete or pivot smoothly based on market conditions and strategic opportunities.



Corporate Information

	IPO	Dual-Track Process
Articles of Incorporation and Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
Minutes of Board of Directors' and Shareholders' Meetings	<input type="checkbox"/>	<input type="checkbox"/>
Shareholder Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Chart	<input type="checkbox"/>	<input type="checkbox"/>
List of Subsidiaries and Affiliates	<input type="checkbox"/>	<input type="checkbox"/>
Stockholder Register and Records	<input type="checkbox"/>	<input type="checkbox"/>
Board Resolutions	<input type="checkbox"/>	<input type="checkbox"/>
Potential Buyer Information	<input type="checkbox"/>	<input type="checkbox"/>
Sale Strategy	<input type="checkbox"/>	<input type="checkbox"/>
Pitch Deck and Marketing Materials	<input type="checkbox"/>	<input type="checkbox"/>

Financial Information

	IPO	Dual-Track Process
Audited Financial Statements (last 3-5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Interim Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>
Tax Returns (last 3-5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Budgets and Projections	<input type="checkbox"/>	<input type="checkbox"/>
Management's Discussion and Analysis (MD&A)	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of Debt and Debt Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Capitalization Table	<input type="checkbox"/>	<input type="checkbox"/>
Valuation Reports	<input type="checkbox"/>	<input type="checkbox"/>
Projected Financial Information	<input type="checkbox"/>	<input type="checkbox"/>
Synergy Analysis	<input type="checkbox"/>	<input type="checkbox"/>



Legal Information

	IPO	Dual-Track Process
Material Contracts and Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Loan Agreements and Credit Facilities	<input type="checkbox"/>	<input type="checkbox"/>
Leases (Property and Equipment)	<input type="checkbox"/>	<input type="checkbox"/>
Litigation History and Pending Legal Matters	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Property Documentation (Patents, Trademarks, Copyrights)	<input type="checkbox"/>	<input type="checkbox"/>
Employment Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Employee Stock Option Plans	<input type="checkbox"/>	<input type="checkbox"/>
Due Diligence Reports	<input type="checkbox"/>	<input type="checkbox"/>
Confidential Information Memorandum (CIM)	<input type="checkbox"/>	<input type="checkbox"/>
Sale Contracts and Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Non-Disclosure Agreements (NDAs) for Potential Buyers	<input type="checkbox"/>	<input type="checkbox"/>

Operational Information

	IPO	Dual-Track Process
Key Business Contracts	<input type="checkbox"/>	<input type="checkbox"/>
Customer and Supplier Lists and Contracts	<input type="checkbox"/>	<input type="checkbox"/>
Sales and Marketing Materials	<input type="checkbox"/>	<input type="checkbox"/>
Market Research Reports	<input type="checkbox"/>	<input type="checkbox"/>
Product Information	<input type="checkbox"/>	<input type="checkbox"/>
Inventory Records	<input type="checkbox"/>	<input type="checkbox"/>
Transition Plans	<input type="checkbox"/>	<input type="checkbox"/>
Integration Plans	<input type="checkbox"/>	<input type="checkbox"/>

Compliance & Regulatory Information

	IPO	Dual-Track Process
Regulatory Filings	<input type="checkbox"/>	<input type="checkbox"/>
Licenses and Permits	<input type="checkbox"/>	<input type="checkbox"/>
Compliance Policies and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Reports	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety Reports	<input type="checkbox"/>	<input type="checkbox"/>
Antitrust Documents	<input type="checkbox"/>	<input type="checkbox"/>

Intellectual Property Information

	IPO	Dual-Track Process
Patent Registrations and Applications	<input type="checkbox"/>	<input type="checkbox"/>
Trademark Registrations and Applications	<input type="checkbox"/>	<input type="checkbox"/>
Copyright Registrations	<input type="checkbox"/>	<input type="checkbox"/>
Trade Secrets and Proprietary Information	<input type="checkbox"/>	<input type="checkbox"/>
IP Licensing Agreements	<input type="checkbox"/>	<input type="checkbox"/>

Human Resources Information

	IPO	Dual-Track Process
Employee Handbook	<input type="checkbox"/>	<input type="checkbox"/>
List of Employees (including roles, salaries, benefits)	<input type="checkbox"/>	<input type="checkbox"/>
Labor Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Independent Contractor Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Pension and Benefit Plans	<input type="checkbox"/>	<input type="checkbox"/>
Change-of-Control Benefits	<input type="checkbox"/>	<input type="checkbox"/>
Employee Communication Plans	<input type="checkbox"/>	<input type="checkbox"/>

Technical Documents

	IPO	Dual-Track Process
IT Infrastructure Overview	<input type="checkbox"/>	<input type="checkbox"/>
Cybersecurity Policies and Incidents	<input type="checkbox"/>	<input type="checkbox"/>
Software Licenses	<input type="checkbox"/>	<input type="checkbox"/>
R&D Documentation	<input type="checkbox"/>	<input type="checkbox"/>
IT Transition Plans	<input type="checkbox"/>	<input type="checkbox"/>
Technical Integration Documents	<input type="checkbox"/>	<input type="checkbox"/>

Other

	IPO	Dual-Track Process
Press Releases and Media Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Investor Relations Materials	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence with Major Clients, Partners, and Suppliers	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management Policies	<input type="checkbox"/>	<input type="checkbox"/>

Your trusted partner

10,000+
transactions annually

250,000+
users

50+
years of global experience
in financial transactions

24/7/365
in-house support



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