

**[NAME OF SELLER]
DUE DILIGENCE INFORMATION REQUEST LIST**

Please furnish for the review of [Name of Company] (“Buyer”) the information and/or copies of the following documents related to [Name of Company] (“Seller”) requested in the table below. Buyer recognizes that this is an extensive list, and for many items the Seller will not have any responsive materials.

If you provide a particular agreement in response to an item, please include any related ancillary agreements, exhibits and/or schedules to that item. If the Seller is responding to any item and the Seller doesn’t have any relevant documents or information, please indicate “N/A” in the “Notes” field below. Please note that we may submit additional document and/or information requests to Seller as the documents and information provided in response to this request list are reviewed.

No.	Item/Description	Date Provided	Date To Be Provided	Not Applicable	Notes
1.	CORPORATE MATTERS.				
1.1	Copies of all organizational and governing documents of Seller, including current certificate or articles of incorporation, all certificates of designation for any preferred stock, bylaws, certificate of formation, operating agreement and/or partnership agreement of Seller, and all amendments and modifications thereof, along with all stockholder, unitholder, registration rights, preemptive rights, buy-sell, right of first refusal, transfer restriction, voting or other agreements with respect to securities of Seller and copies of any other agreements among the members or stockholders of Seller.				
1.2	List of current members of the board of directors and officers of Seller.				
1.3	Minutes of all meetings of directors, committees of directors, and stockholders, including copies of notices of all such meetings where written notices were given, and copies of all written consents.				
1.4	List of all states and foreign countries where employees are located or travel regularly.				
1.5	List of all states and foreign countries in which the Seller undertakes or contemplates undertaking business operations, either directly or through other parties.				

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No.	Item/Description	Date Provided	Date To Be Provided	Not Applicable	Notes
1.	CORPORATE MATTERS.				
1.1	Articles of Incorporation, including all amendments.				
1.2	Bylaws, including all amendments.				
1.3	List of current members of the board of directors and officers of Seller.				
1.4	Minutes of all meetings of directors, committees of directors, and stockholders, including copies of notices of all such meetings where written notices were given, and copies of all written consents.				
1.5	List of all states and foreign countries where employees are located or travel regularly.				
1.6	List of all states and foreign countries in which the Seller undertakes or contemplates undertaking business operations, either directly or through other parties.				
1.7	List of jurisdictions in which qualified to do business (if foreign country, provide documents relating to the analogous concept if such concept exists) and certificates from those jurisdictions as to qualification (including the jurisdiction of incorporation).				