

Presentation of the company

1. Legal structure
2. Licenses, permits
3. Organizational structure
4. Financial structure
5. Documents for presentation

1. Legal structure

1.1 Current legal form

- 1.1.1 Present legal structure (information about owners / founders of the company & their shares)
- 1.1.2 Short history of legal structure development
- 1.1.3 List of parent companies / subsidiaries with % of ownership
- 1.1.4 Management structure & control bodies, their rights & responsibilities

1.2 Proposed structure (optional)

- 1.2.1 Company's vision of a new structure together with a strategic partner (ownership, shares)
- 1.2.2 Management structure & control bodies of a NEW joint activity
- 1.2.3 List of restructuring steps (economic, legal, etc.)

1.3 Company's property structure

1.3.1 Real estate

- a) Legal status (ownership, lease)
if rental status: terms and conditions, lease payments, possibility & ways of purchasing it
- b) Specifications, classification, dedication (industrial, commercial, administrative)
- c) Current infrastructure and utilities
- d) Current usage & possibilities for further development
- e) Current restrictions (rent to another company, mortgage, etc.)

1.3.2 Machinery

- a) List of equipment currently used for production:
 - Capacity
 - Functional description
 - Level of reliability (age)
 - Current value of equipment
- b) List of equipment which could be additionally exploited:
 - Capacity
 - Time & costs needed for renewal

2. Licenses, permits

- 2.1 List of licenses & permits
- 2.1 Validity period
- 2.3 Requirements for extension of licenses
- 2.4 Certificates

3. Organizational structure

- 3.1 Organigram
- 3.2 Number of clerical and technical staff
- 3.3 Qualifications of managers
- 3.4 Compliance of qualification of technical staff with new activities
- 3.5 Specific labour regulations

4. Financial structure

- 4.1 Total quarterly revenues for the last 1-2 years (including income statements)
- 4.2 Net income for the last 1-2 years
- 4.3 Liabilities (debts) – medium-term & long-term
- 4.4 Bank loans - current & long-term
- 4.5 Risks and pending legal cases

5. Documents for a company presentation

- 5.1 Balance sheets (for the last 1-2 years quarterly)
- 5.2 Income statements (for the last 1-2 years)
- 5.3 List of assets including balance sheet value
- 5.4 By-laws / registration documents
- 5.5 Property documents