



Restructuring Checklist

A decision to restructure could happen at any time. Make sure your data room is prepared.

Restructuring and bankruptcy processes can create challenging dynamics, especially when experiencing acute financial distress at high speed. Day-to-day operations can get disrupted. Key information may be overlooked. Deadlines can get missed. In these circumstances, organizations look to corporate leaders and advisors to remain steady, organized, and focused on the details. Whether you are shedding a few assets or engaged in a more complex workout, taking a methodical approach will help ensure that the right documents are in place and the right stakeholders involved at every step of the process.

To help you prepare, here is a checklist of the documents and information you are most likely to need in your data room.

Artifacts

- Company registration information (location, date, number)
- Directors information (name, address, date of appointment)
- Shareholder(s) information (name, address, class, number, denomination)
- VAT and tax numbers and references
- Value of current assets and liabilities
- Last 5 yrs of income statement and balance sheet



Secretarial Information

- Bank account details
- Real estate overview (ownership or leases)
- Guarantees, Indemnities contingent liabilities
- Minutes, actions, resolutions of board & shareholder meetings
- Overview of share options and grants
- Articles of Incorporation

Tax

- Tax advisor contact details
- Tax returns and computations for past 5 years
- Tax payments and expected payments
- Overseas tax payments

Finance

- Journal entries since last reporting period
- Details of subsidiary investments, JVs and minority interests
- Third party creditors (names, amounts, interest)
- Third party debtors (names, amounts, interest)
- Annual account reviews: pension, employee & contingent liabilities
- Overview of share options and grants

Treasury

- Bank account details and cash balances
- Cash pooling
- Letters of credit and loan facilities
- Guarantees of indemnities

Legal & Regulatory

- Overview of existing litigation, arbitration, claims and any outstanding
- Overview of key supplier and customer contracts
- Details of anti-trust, investigative rulings and current proceedings
- Details of current agreements including inter-company
- Overview of trademarks, patents, and other IP
- Reporting requirements overview

Insurance

- Current Insurance overviews
- Overview of insurance claims

HR & Facilities

- Overview of key employee employment arrangements
- Overview of claims against the company by existing or past employees or contractors
- Overview of employment sponsorships and visas
- Overview of pension arrangements
- Overview of environmental licenses, consents and permits
- Overview of building, equipment certification and inspection dates
- Overview of real estate and facilities disputes



Datasite – Restructure with Foresight

Datasite can help you avoid distractions and streamline your restructuring preparations. With more than 25 years' experience supporting the restructuring and bankruptcy community, we can help you organize and automate tasks at every stage and reduce the risk of errors and oversights.

With Datasite, you have a one-stop solution for navigating even the most complex restructuring processes.

- **Be prepared.** Get deal-ready or exit-prepared by seamlessly loading your artifacts and documents into Datasite Prepare.
- **Move forward with the smartest tools.** Review thousands of documents in minutes with Datasite's built-in AI and machine learning capabilities. Use sophisticated OCR and search technologies to distinguish between credit obligations and financial assets.
- **Cut redaction times in half.** Use Datasite Diligence to redact multiple words, phrases and images across hundreds of documents at once and ensure your organization is compliant with GDPR and privacy rules.
- **Accelerate creditor or buyer outreach.** Datasite Outreach makes it easy to manage creditors, track buyers, and email hundreds of prospects in seconds.
- **Get expert help when you need it.** Irrespective of your situation, Datasite experts will accompany you all the way. Get omni-channel service and support in 18 languages 24 hours a day, seven days a week.

If you'd like to speak with the restructuring experts about how you can prepare for whatever the future may hold, contact us at info@datasite.com or www.datasite.com.

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