

## PRIMARY SPHERES OF THE REQUIRED INFORMATION

### 1. About the Company

- 1.1. General information (name, Comp. Reg. Number, statutory bodies)
- 1.2. Group structure (property linkages, joint ventures, and others)
- 1.3. Acquisitions, sale of shares, transformation within the scope of the Group
- 1.4. Company structure (divisions, cost centres)
- 1.5. Ownership structure (shareholders / owners)
- 1.6. Brief company history
- 1.7. Organization model (Anglo-Saxon/German)

### 3. Financial Data

- 3.1. Financial statements (for the past 5 years, if possible)
  - 3.1.1. Balance Sheet
  - 3.1.2. Profit and Loss Account
  - 3.1.3. Cash Flow Account
- 3.2. Information on outputs / company revenues (as at the last financial statement)
  - 3.2.1. Breakdown by business fields (divisions, profit centres, product lines; overall output share)
  - 3.2.2. Breakdown by key buyers (into which field they fall pursuant to clause 3.2.1; overall output share)
  - 3.2.3. Export vs. domestic sale (%)
- 3.3. Information on costs for acquisition of material / services
  - 3.3.1. Breakdown by business fields (divisions, profit centres, product lines; output consumption share)
  - 3.3.2. Breakdown by key suppliers (into which field they fall pursuant to clause 3.3.1; output consumption share)
  - 3.3.3. Import vs. domestic purchase (%)
- 3.4. Debt structure
  - 3.4.1. Short-term debt
  - 3.4.2. Long-term debt
- 3.5. Liabilities outside the Balance Sheet (if they exist)
- 3.6. Investments to research and development for the past 3 years

### 7. Market

- 7.1. Definition of the market in which the company engages
- 7.2. Definition of the target consumer group
- 7.3. Estimate of the size of the market (domestic vs. foreign)
- 7.4. Market share (domestic vs. foreign)
- 7.5. Expected market growth
- 7.6. Average operational margin reached by the competition
- 7.7. Current competition (name, field (product / service), estimate of the market share)
- 7.8. Potential competition (name, field (product / service))
- 7.9. Competitive advantage of the company (the reason for success over the competition)
- 7.10. Interconnection with other branches

### 2. Business Plan

- 2.1. Business plan (including a finance plan – financial statement view for min. 3 years ahead)
- 2.2. A brief characteristic of the business field
- 2.3. Business uniqueness – a competitive advantage
- 2.4. A niche in the market – opportunity description
- 2.5. Technology, technological demands
- 2.6. Marketing and sale (selling and distribution channels)
- 2.7. Licences, certificates, trademarks and patents in the company's ownership

### 4. Fixed Assets

- 4.1. Significant real estate in the company's ownership (estimated price as to this day), summary of Ownership Certificates
- 4.2. Significant movable assets in the company's ownership (estimated price as to this day)
- 4.3. Leasing (what is its subject)

### 5. Disputes and Legislation

- 5.1. Proceeding disputes
- 5.2. Threatening / potential disputes
- 5.3. The environment, ecology

### 6. Employees

- 6.1. Management
- 6.2. Business team
- 6.3. Organization structure
- 6.4. Key persons
- 6.5. Method of remuneration
- 6.6. Key external co-workers
- 6.7. Number of employees

### 8. Funding

- 8.1. Required amount of funds (with the determined time requirement)
- 8.2. Amount of own funds
- 8.3. Present funding
- 8.4. Detailed structure of capital expenditure (including working capital items (current assets and short-term liabilities))
- 8.5. Present communication with banks or other capital providers
- 8.6. Expected valuation of invested funds

### 9. Risk identification

- 9.1. Main risks / threats
- 9.2. Proposal for their treatment
- 9.3. Close positions, critical points

