



# Healy Consultants



No.	Engagement Courier Checklist	Received?
1.	Original completed color copy of <a href="#">engagement Letter</a> , signed by each <a href="#">i)</a> shareholder <a href="#">ii)</a> director and <a href="#">iii)</a> beneficial owner (each party to the engagement)	
2.	Color copy of <a href="#">Passport</a> certified true by a Notary Public, received from each individual <a href="#">i)</a> shareholder <a href="#">ii)</a> director <a href="#">iii)</a> beneficial owner and <a href="#">iv)</a> bank signatory;	
3.	Color copy of <a href="#">Proof of Address</a> in English received from each individual shareholder, director, bank signatory and beneficial owner. Proof of address within past month.	
4.	<a href="#">Resume</a> for each shareholder, director and beneficial owner;	
5.	Color copy of <a href="#">i)</a> <a href="#">Certificate of incorporation</a> <a href="#">ii)</a> <a href="#">M&amp;AA</a> and <a href="#">iii)</a> latest <a href="#">annual return</a> issued by the Registrar or certified true by a Notary Public;	
6.	Original <a href="#">Company brochure</a> relating to Client's existing business;	
7.	Color copies of <a href="#">i)</a> one <a href="#">business contract</a> with a customer and <a href="#">ii)</a> one <a href="#">business contract</a> with a supplier for our Client's existing business;	
8.	Color copies of <a href="#">i)</a> two <a href="#">customer invoices</a> or <a href="#">raw material invoices</a> for our Client's existing business;	

**Note:** If our Client cannot provide one or more of the above, Healy Consultants will work with you to supply alternative sources of due diligence documents including [i\)](#) a personal tax return [ii\)](#) group financial statements [iii\)](#) copies of company licenses [iv\)](#) copies of personal degrees. Refer [to this web page](#) for further details;