

## ATI Capital Group Document/Information Request Corporation Valuations

**THE INFORMATION REQUESTED BELOW IS CRITICAL TO THE COMPLETION OF THIS PROJECT. PLEASE PROVIDE ALL REQUESTED DATA AND INFORMATION AS QUICKLY AS POSSIBLE. ANY DELAYS IN RECEIVING INFORMATION WILL ADVERSELY IMPACT DELIVERY OF 1) INDICATION OF VALUE; AND 2) REPORT. FOR ITEMS REQUESTED BUT NOT AVAILABLE, PLEASE INDICATE BY "N/A". WE WILL HOLD ALL INFORMATION IN THE STRICTEST OF CONFIDENCE. PLEASE PROVIDE COPIES WHEN POSSIBLE AND CLEARLY INDICATE EACH DOCUMENT TO BE RETURNED.**

**Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Document Name	Requested	Date Delivered	Date Returned
1. Buy/Sell Agreement	x		
2. Corporate Documents	x		
a. Corporate Minutes (most recent 2 years)	x		
b. Articles of Incorporation	x		
c. By-Laws	x		
d. Stock Register	x		
3. Organizational Chart (if not available, please draw a chart showing company's current organization) to include list of all management personnel and titles			
4. Employment Contracts – Management			
5. Qualified Plan Documents (to include ESOP's profit sharing, defined benefit, 401K, and other retirement plans, deferred comp.)			
6. Stock or Other Incentive Plans			
7. Financial Documents:			
a. Most recent interim report	x		
b. Most recent year-end report	x		
c. Five (5) full years of historical reports (if available) – Note: Audited Reports are Preferred, to Include:			
(1) Balance Sheet	x		
(2) Income Statement	x		
(3) Statement of Cash Flows	x		
(4) Aged Receivable/Payables	x		
(5) Supporting Schedules, if available	x		
(6) Ending Equity for 6 <sup>th</sup> previous year of operation	x		
8. Brief (one page) history of the corporation from inception	x		
9. Bona fide written offers to buy corporate stock	x		

10. Tax returns for past 5 years			
a. Personal			
b. Corporate	x		
11. List of all company-owned real estate	x		
12. List of all company-owned equipment	x		
13. Appraisals of major assets	x		
14. List of major non-operating assets	x		
15. List of all contingent liabilities & guarantees	x		
16. Principle payments on all capital assts (i.e. property, plant & equipment) during the past full fiscal/operating year			
17. Bank statements for the most recent 12 months (copies of first page only)			
18. Complete list of all corporate borrowing and repayments during the most recent 12 months			
19. Total dollar amount of annual payroll (subtotaling management, family of management, and employees)	x		
20. List of officers' compensation	x		
21. List of any legal actions in which the company is involved	x		
22. List of all stock transactions (in company securities during 12 months prior to valuation date)	x		

Information Request: Please complete all questions:

1. Purpose of Valuation (circle one)
  - a. ESOP
  - b. Litigation Support
  - c. Estate Tax
  - d. Gift Tax
  - e. Corporate Planning
  - f. Other \_\_\_\_\_

2. Valuation performed on:
  - a. Minority Interest Basis \_\_\_\_\_
  - b. Controlling Interest Basis \_\_\_\_\_

3. Classes of Stock Currently Existing

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4. Classes of Stock to be Valued

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5. Name, address & phone number of banker:

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\_\_\_\_\_  
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6. Name, address & phone number of attorney:

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7. Name, address & phone number of CPA:

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8. Name, address & phone number of attorney:

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9. List of Industry Periodicals:

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10. SIC Code \_\_\_\_\_

11. Valuation Date \_\_\_\_\_

Date of Gifts \_\_\_\_\_

Date of Death \_\_\_\_\_

12. Number of Hard-Bonus Covers \_\_\_\_\_

Number of Softbound Covers \_\_\_\_\_