# Due Diligence Checklist

\* Preliminary analysis items

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORY | ITEMS | DETAILS | RECV’D |
| Accounts \* | * Management accounts
 | * P&L
* Balance Sheet
* Cash Flow
 |  |
| Project Reports \* | * This JV
* Other/adjacent JVs
 | * Actual trading
* Forecast trading
* Commitments of expenditure
 |  |
| Budgets/Forecasts | * Current year budget
* Future years’ plans
 | * 3 or 5 year cash flows and development plans for existing projects and JVs
 |  |
| Hedging | * Hedging contracts
 | * Policy document
* Summary of contracts
* Default triggers
 |  |
| Legal | * Farm-in contracts
* Environmental
* Management contracts
* Service contracts
* Major claims (if any)
* Native title
* Prospectus
* Letters of Intent
 | * For each tenement/JV
* Environmental obligations (including restoration commitments)
* Environmental Permits & Audits
* For each executive
* Consultants/suppliers
* Insurance/litigation
* Federal Court proceedings
* Due diligence committee deliberations
 |  |
| Insurance | * Insurance policies
* Major claims
 | * Risks covered and levels
* Schedule of major claims
 |  |
| Tax | * Compliance
 | * Corporate tax
* GST
* Indirect taxes
 |  |
| Corporate | * Schedule of companies comprising Group
* Corporate records
* Minutes of directors’ and shareholders’ meetings
* Executive and director schemes
 | * Organisational chart
* Corporate returns
* Board papers
* Share and/or option scheme(s)
* Retirement benefit schemes
 |  |
| Contingent Liabilities | * Nature and description
 |  |  |
| Drilling & Engineering | * Production Engineering
* Reservoir Engineering
* Field Engineering
 | Experience/Success in AreaNumber of Wells Operated Production Rates & Cumulatives (Oil/Gas/Water) Well Files Wellbore SchematicsProduction History * Problems - Operational, drilling, evaluation etc.
* Field Development Plans
* Well Maintenance
* Drilling & Well Completion Reports
* Re-completions records
* Well stimulation reports
* P & A records
* Well Logs
* Core Data
* Well Tests Reports- RFT/MDT, Flow/Build-Up, Multi-rate/ Isochronal/ Deliverability
* Well Test Analyses
* Raw Pressure Data – Surface & Bottomhole
* Reserve Studies - Field Analogies
* Field Inspection - Condition & Capacity (Volume/Pressure)
* Surface Facilities
* Gathering System
* Export routs
 |  |
| Economics | * Licences & terms
* CAPEX & OPEX
* Taxes
* Revenue statements
* Product pricing
 | * Capital Expenditures
* Production & Severance Taxes
* Lease Operating Expenses
* General & Administrative
* Sales Contracts - Wellhead Prices, Volumes
* Land Records - Leases & Title Opinions
* JIB & Revenue Statements (last 12 months)
* Net Working & Revenue Interest - Division Orders
* Gas/ Oil Balances
* Payout Status
* Outstanding Bills
* NPV 10,15,20
* IRR
* Max Cash In
* Oil & Gas price prognoses
* Transportation cost (Local, World market)
 |  |
| G&G\* | * Geology
* Geophysics
 | * Geological Maps, Reports
* Fault Maps
* Structure Maps
* Net Pay Maps
* Stratigraphy
* Seismic Data
* VSP report
 |  |