

Business Information Statement

This document is to be read in conjunction with the Property Occupations Form 6 - Appointment of Property Agent

Type of Listing: Exclusive Agency Open Agency

Broker: AJAY BAKSHI Date Listed: _____

Source of Listing: _____

BUSINESS DETAILS / DESCRIPTION

REGISTERED BUSINESS NAME: _____ BN: _____

KNOWN AS: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ MOBILE: _____ EMAIL: _____

WEB: _____

Business Description: _____

Private Company Not for Profit Company Other (please specify) _____

SELLER DETAILS - (Broker cannot act for both Seller and Buyer)

COMPANY NAME: _____ ABN: _____ ACN: _____

DIRECTORS / OWNERS NAME(S): _____ CONTACT PERSON: _____

POSTAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ MOBILE: _____ EMAIL: _____

WEB: _____

SELLER'S SOLICITOR

COMPANY NAME: _____ CONTACT: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

Has the Solicitor been formally engaged to act for the Seller? YES NO

SELLER'S ACCOUNTANT

COMPANY NAME: _____ CONTACT: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

Accountant's figures available: YES NO Talk to Accountant: YES NO

STAFFING DETAILS

Seller's Involvement _____ Hours p/w: _____
 No. of Employees: Full Time: _____ Casuals: _____
 Hourly Rate Senior: \$ _____ Hourly Rate Junior: \$ _____
 Gross Weekly Wages: Full Time: _____ Casuals: _____
 Total Staff Wages p/w: _____ Total Staff Hours p/w: _____
 Long Service Leave Entitlements: YES NO (If yes, write details): _____
 Sick Leave Entitlements: _____

*** (Please attach separate sheet providing full details of all staff, ie., name, position, hours p/w, wage and years employed)**

PROPERTY AND LEASE DETAILS

Lease Term: _____ Commenced: _____ Options: _____
 Rental: _____ Outgoings: _____
 Rent Reviews: _____ Rent Increases: _____
 Landlord/Agent: _____ Phone: _____
 _____ Fax: _____
 Indoor Seating: _____ Outdoor Seating: _____
 Area: _____ Building Area: _____
 Construction: _____ RP Description: _____

HOURS OF OPERATION

Trading Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

TRADING DETAILS

Years Established: _____ Period of Current Ownership: _____
 Sales: Weekly \$ _____ Per Annum \$ _____ Gross Profit % _____
 Net Income: Weekly \$ _____ Per Annum \$ _____
 Reason for Sale: _____

PLANT EQUIPMENT, FIXTURES AND FITTINGS

Plant Value: **Market \$** _____ **WDV \$** _____
 P&E Owned: _____ Obsolete Equipment (\$): _____
 P&E Leased: _____ P&E Rented: _____

GENERAL COMMENTS

Staff aware business for sale: Yes No Seller Trial Business: Yes No What Period: _____
 Seller Finance Available \$ _____ Will Seller Trade: Yes No
 Future Growth Opportunities: _____
 Five Features/Benefits: 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 Adv: Buyer Responsibility for Yellow Pages: Cost: \$ _____

ASKING PRICE

Asking Price for Business: \$ _____ Stock: \$ _____
 Work in Progress (WIP): \$ _____ Asking Price Freehold: \$ _____
 Total Asking Price: \$ _____

CHECKLIST

REQUIREMENTS

Financial Information:

	YES	NO
Current Year Financials (to date)	<input type="checkbox"/>	<input type="checkbox"/>
BAS Reports (Current Year)	<input type="checkbox"/>	<input type="checkbox"/>
Tax Returns (past 3 – 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Profit & Loss Statements (past 3 – 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheets (past 3 – 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Debtors and Creditors (Current)	<input type="checkbox"/>	<input type="checkbox"/>

List of Assets:

Owned Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Leased Equipment – with leasing details	<input type="checkbox"/>	<input type="checkbox"/>
Rented Equipment – with rent details	<input type="checkbox"/>	<input type="checkbox"/>
Intangible Assets (if any): trademarks, patents, items subject to copyright, unique software, technical manuals, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Forward orders/contracts, any written agreements of an exclusive nature, which promote the viability of the business, including agency agreements, distribution and franchise licence.	<input type="checkbox"/>	<input type="checkbox"/>

Lease for Property

Original Lease	<input type="checkbox"/>	<input type="checkbox"/>
Amendments to Lease	<input type="checkbox"/>	<input type="checkbox"/>
Assignments of the Lease	<input type="checkbox"/>	<input type="checkbox"/>

Certificates and Permits

Health Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Liquor Licence	<input type="checkbox"/>	<input type="checkbox"/>
Footpath Dining Permit	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Licence	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Waste Permit	<input type="checkbox"/>	<input type="checkbox"/>
Business Name Registration	<input type="checkbox"/>	<input type="checkbox"/>
Any other Certificates or Permits as may be required	<input type="checkbox"/>	<input type="checkbox"/>

Other Items

Management Organisation Chart	<input type="checkbox"/>	<input type="checkbox"/>
Written Overview of the Business	<input type="checkbox"/>	<input type="checkbox"/>
Representative Promotional Material	<input type="checkbox"/>	<input type="checkbox"/>

FINANCIAL INFORMATION

Summary of most recent Profit and Loss Statement, for period: _____

SALES INCOME \$ _____

Less Cost of Sales

Opening Stock _____

Purchases _____

Less Closing Stock _____

Total Cost of Sales _____

Gross Profit from Trading % _____ \$ _____

Expenses

Advertising _____

Bank Fees etc _____

Depreciation _____

Electricity and Gas _____

Insurance _____

General Expenses _____

Fees and Permits _____

Rent _____

Postage and Stationery _____

Outgoings and Rates _____

Repairs and Maintenance _____

Superannuation – Staff _____

Motor Vehicles _____

Wages – Staff _____

Telephone _____

Workers Compensation _____

Total Expenses \$ _____

NET PROFIT/(NET LOSS) \$ _____

ADJUSTMENTS TO PROFIT & LOSS STATEMENT

Borrowing Costs _____

Capital Expenses _____

Donations _____

Leasing costs _____

Legal Costs _____

Proprietors' Wages _____

Proprietors' Superannuation _____

Total Add Backs: \$ _____

PEBIT – NET PROFIT/(LOSS) \$ _____

(before tax, financing/leasing costs, & proprietorial wages)

Less Return on Effort (ie. Owner/operator/managers salary)

EBIT – NET PROFIT/(LOSS) \$ _____

(before tax, borrowing/leasing costs, & AFTER proprietorial wages)

WARRANTY

The Client warrants that all information and documentation set out in pages 1, 2, 3, 4 and 5 of this document and/or given to the Agent regarding the business is true and correct. The Client also warrants that it has made full and comprehensive disclosure of all relevant facts, information and documentation pertaining to the business (and the sale of the business) to the Agent. The client acknowledges and agrees that any information and documentation provided by it (or its directors, officers, employees or contractors) to the Agent may be passed on to third parties (including potential buyers) who may rely upon the truth and accuracy of the information and documentation provided to them in deciding whether to purchase the business (and on what terms). Further, the Client agrees to fully indemnify (and keep indemnified) the Agent (including its directors, officers, employees and contractors) against all claims, losses, demands, actions, suits, damage, costs and expenses incurred by or suffered by the Agent (including legal costs on a complete indemnity basis) arising directly or indirectly from the Clients (or its directors', officers', employees', agents' and contractors') acts, errors or omissions.

SIGNED

Client: _____ x
Name: _____
Date: _____

Client: _____ x
Name: _____
Date: _____



REQUIRED FOR BUSINESS APPRAISAL

(FOR OFFICE USE ONLY)

Summary of most recent Trading, Profit and Loss Statements, provided, for period:

	YEAR				Maintainable
GROSS INCOME/SALES					
GROSS PROFIT					
EXPENSES					
Advertising					
Depreciation					
Electricity					
Gas					
Insurance					
Outgoings & Rates					
Rent					
Repairs and Maintenance					
Superannuation					
Telephone					
Wages					
TOTAL EXPENSES					
NET PROFIT/(NET LOSS)					

ADJUSTMENTS TO PROFIT & LOSS STATEMENT

Borrowing costs					
Capital Expenses					
Donations					
Interest					
Leasing Costs					
Legal Expenses					
Proprietors' Salaries					
Proprietors' Superannuation					
Total Add Backs					

**PEBIT – ADJUSTED NET PROFIT/(LOSS)
(before tax, financing/leasing costs, & proprietorial salaries)**

Less Return on Effort (ie. Owner/operator/managers salary)

**EBIT – ADJUSTED NET PROFIT/(LOSS)
(before tax, financing/leasing costs, & AFTER proprietorial salaries)**

RETURN ON TOTAL FUNDS EMPLOYED BY BUYER

(FOR OFFICE USE ONLY)

YEAR					RETURN ON TOTAL FUNDS INVESTED
Goodwill					
Plant & Equipment					
Stock					
Working Capital/Debtor Funding					
TOTAL FUNDS INVESTED					
			YEAR		
			PEBIT (%)		
			EBIT (%)		