

APPENDIX 1



WORKSHEET - TO DO LIST - CONTRACT STAGE

Task	Responsibility	Action Required Pre-Settlement	✓
Financial Due Diligence	Your Accountant	Contact your Accountant to conduct financial verification	
Legal Due Diligence	Your Lawyer	Contact your Lawyer to conduct legal due diligence	
Liquor & Food Licence - Approval	You	Ensure successful application has been approved or is close to being finalised, delays are common	
Bank Accounts	Your Bank/Broker	Open general bank account	
Merchant Facility	Your Bank/Broker	Arrange merchant facilities	
Insurance	You	Arrange for both Public Liability and Professional Indemnity Insurance, Workcover if relevant	
Insurance – Personal Risk	You	Discuss requirement for personal risk Insurance cover	
Insurance – On-site residence	You	Arrange for contents Insurance and office contents insurance (if applicable)	
Computer – Hardware	You	Assess suitability of computers to be transferred on settlement, upgrade if required	
Computer - Software - reception point of sale & bookkeeping	You/Vendor	Organise transfer of licences	
Employment contracts	You/Solicitor	Consideration of employment contracts for staff	
Sub Contractors	You/Vendor	Compile a list of names, duties and contact details	
Memberships	You	Apply for memberships (eg. HMMA, AHA etc)	
Address	You	Notify banks, Insurance & utility providers of new address	
Ongoing Tax Advice	You	Engage your tax advisor who will provide ongoing services such as tax planning & annual tax returns	
Financial Due Diligence	Your Accountant	Contact your Accountant to conduct financial verification	
Legal Due Diligence	Your Lawyer	Contact your Lawyer to conduct legal due diligence	
Liquor & Food Licence - Approval	You	Ensure successful application has been approved or is close to being finalised, delays are common	
		Action Required At Settlement	✓
Advertising	You	Establish trade links with firms that assist with web-based bookings.	
Cash Float	You	Establish a cash float the day of settlement	
Forward Bookings	You/Vendor	Ensure register of forward bookings is obtained	
Licensee details	You	Ensure licence details displayed are changed to reflect new management	
Booking Software Licence	You	Ensure booking software licence is transferred to your business.	
Stock on Hand	You	Complete stock take on day of settlement	
Signed employment contracts	You	Ensure staff sign employment contracts	
Business name	You/Vendor	Contact ASIC - Business name to be transferred on settlement	
			Cont...

WORKSHEET - TO DO LIST - CONTRACT STAGE

	Action Required At Settlement (Cont...)		✓
Utilities – Electricity, Gas & Telephone	You	Transfer accounts to your name and arrange meter readings	
Email Address, Internet & Website	You	Transfer accounts and update details	
Creditors & Sub-contractors	You	Set up credit arrangements with all major suppliers	
Linen Supplier	You	Complete stock take of linen on hand	
Equipment	You	Complete registration transfer documents, purchaser check existence at settlement	
Brochures, Business Cards, etc	You	Check stock levels, order business cards etc	

NOTES



APPENDIX 2



WORKSHEET - TO DO LIST - OPERATIONAL STAGE

Task	Responsibility	Action Required Operational Stage	✓
Licences	You	Correctly displayed, understood and complied with	
Occupational Health & Safety	You	Ensure OHS manual and register are up to date and understood	
Code of Conduct	You	If star rated, copy to be at hand for reference	
Repairs & maintenance	You	Prepare repairs & maintenance program	
Welcome Letter	You	Send introductory letter to repeat corporate guests	
Register Superannuation Fund	You	If employing staff you will need to register a default superannuation fund for employees	
Tax Planning	Your Accountant	Contact Accountant to discuss requirements	
Thinking of Selling the Business?	You	Contact Accountant and Solicitor to discuss business 'Health Check', at least 12 months before listing	

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