

Legal Due Diligence Checklist

Key documents to include in a secure virtual data room

Use this checklist to organise and review legal documentation during M&A or investment due diligence.

Missing or outdated documents often delay closing or trigger valuation adjustments.

Corporate and Governance Documents

- Articles of incorporation, continuance, and amendments
- By-laws and unanimous shareholder agreements
- Board and shareholder resolutions
- Capitalisation tables and equity issuances

Intellectual Property and Technology

- Registered and unregistered IP listings
- IP assignments and invention agreements
- Software licences and SaaS contracts
- Open-source software disclosures
- Trade secrets and confidentiality protections

Material Contracts and Commercial Obligations

- Contracts, including licences and customer contracts
- Supplier agreements
- Licensing, franchise, and partnership contracts
- Financing agreements, guarantees, and security interests

Regulatory, Licences, and Compliance

- Operating licences and permits
- Privacy policies and data processing agreements
- Correspondence with regulators
- Internal compliance manuals

Employment and HR Legal Documents

- Employment contracts and offer letters
- Bonus, incentive, and equity plans
- Collective agreements and labour filings
- Policies covering termination and benefits

Litigation, Disputes, and Contingent Liabilities

- Pending and ongoing litigation
- Settlement agreements and judgments
- Warranty claims and indemnities
- Insurance policies and claims history

Clear ownership records, enforceable contracts, and up-to-date compliance evidence help reduce avoidable diligence questions.

A structured data room keeps legal documents consistent, searchable, and easy to validate across reviewers.

ideals.

Manage these documents securely in Ideals Data Room.

[Explore Ideals Data Room](#)