Business Valuation Preparation Checklist

For directors, CFOs and transaction advisers

Published October 2026 · Last reviewed 30 October 2026

A valuation is only as reliable as the information behind it. Gathering these items before a valuer is engaged reduces cost, shortens the timetable and makes the conclusion easier to support. Not every item applies to every engagement.

Tick each item that is in place. Anything left unticked is worth discussing with your adviser.

01 Engagement basics

- [ ] The purpose of the valuation, such as a sale, acquisition, restructure, tax event, financial reporting, dispute or share issue.
- [ ] The valuation date.
- [ ] The interest being valued: the whole business, a controlling or minority shareholding, or options and performance rights.
- [ ] The standard of value required, such as market value or fair value, and who will rely on the report.
- [ ] Any deadlines, such as a transaction, lodgment or board meeting.

02 Historical financial information

- [ ] Financial statements for the last three to five years, audited or reviewed where available.
- [ ] Current-year management accounts to the latest month-end.
- [ ] Income tax returns and lodgment history for the same years.
- [ ] Details of one-off, non-recurring or abnormal income and expenses.
- [ ] Owner and related-party salaries, rent and other arrangements that are not at market rates.

03 Forecasts and assumptions

- [ ] The current-year budget and forecasts for future years, with the main assumptions.
- [ ] A comparison of past budgets with actual results.
- [ ] Planned capital expenditure and working capital requirements.
- [ ] Pipeline, order book or contracted revenue.
- [ ] Pricing, cost and margin assumptions, and the evidence behind them.

04 Capital structure

- [ ] The share register, classes of shares and the rights attaching to each class.
- [ ] The constitution, shareholder agreements and any transfer restrictions or pre-emptive rights.
- [ ] Debt facilities, leases, guarantees and other financing.
- [ ] Options, performance rights, convertible notes and other equity instruments on issue.
- [ ] Shareholder and related-party loans.

05 Business and market information

- [ ] A description of operations, products, services and locations.
- [ ] Major customers and suppliers, with their share of revenue or purchases.
- [ ] Key contracts, licences, leases and intellectual property.
- [ ] An organisation chart and key management, including any dependence on the owner.
- [ ] Competitors, industry trends and any recent comparable transactions you know of.

06 Share-based payment valuations

- [ ] Plan rules and offer letters.
- [ ] Grant date, exercise price, vesting period and expiry date for each award.
- [ ] Vesting and performance conditions, including any total shareholder return hurdles.
- [ ] Share price history, dividend history and expected dividend policy.
- [ ] The number of awards granted, forfeited and expected to vest.

HOW RESET GROUP CAN HELP

Business Valuations

We prepare business, equity and share-based payment valuations for transactions, financial reporting, tax and disputes, in accordance with APES 225.

Call +61 2 8208 3314 or email info@resetgroup.com.au. Offices in Sydney CBD and Homebush.
resetgroup.com.au

This checklist is general information only. It does not take your circumstances into account and is not a substitute for professional advice. Requirements are current at 30 October 2026 and may change. Liability limited by a scheme approved under Professional Standards Legislation.