



17 South Second Street • Suite 301 • Harrisburg, PA 17101 • www.CapTrustees.com

Due Diligence Request

Below is a list of documents that we request that the Company provide to the Trustee to assist with our due diligence process. We realize that some items might not apply to your Company or may not exist. Please provide as much as you are able. Please indicate those items that are either not applicable or if they do not exist. Thank you in advance for your assistance. Please contact us if there any information requested is impractical to provide.

1. ESOP Plan and Trust Documents, including any amendments and most recent version of Summary Plan Description (SPD)
 2. Valuations for the last three years
 3. Most recent ESOP annual report prepared by TPA, and form 5500
 4. List of Company shareholders and numbers of shares owned, including acquisition date and how acquired (and copies of stock certificates);
 5. Copies of any employment, management, consultant, noncompetition, confidentiality or severance agreements;
 6. Copies of any shareholder agreements;
 7. Articles or Certificate of Incorporation, including any amendments, and shareholder and board minutes for the last three years;
 8. Bylaws, including any amendments;
 9. Any subscriptions, options, warrants or other commitments for stock or convertible into stock;
 10. A list of any other subsidiaries, affiliates, joint ventures, or partnerships, including other companies owned by the shareholders (if any other companies exist, we will need copies of all the information requested in this letter for these also);
 11. Descriptions of any transactions involving company stock during the last three years, including identity of purchaser and seller and purchase price;
 12. A brief description of any DOL or IRS audits;
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