



# Due Diligence Research Assistant

👨‍🍳 Estimated time: 15 minutes

*(recipe inspired by Clifford Chance)*

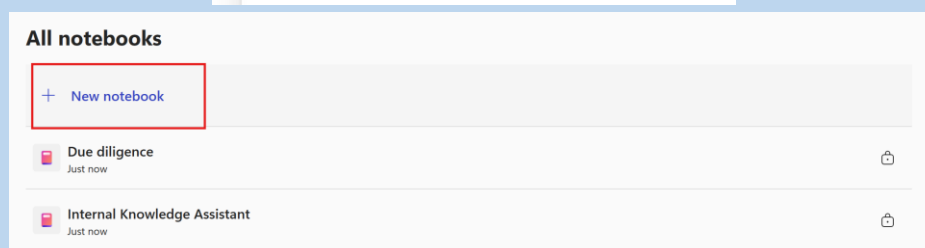
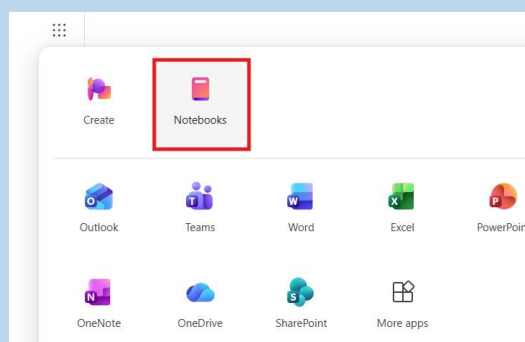
## Purposes:

- Conduct research on uploaded documents and selected public sources to support the due diligence process in an M&A transaction or new client onboarding.

## Step-by-step guide:

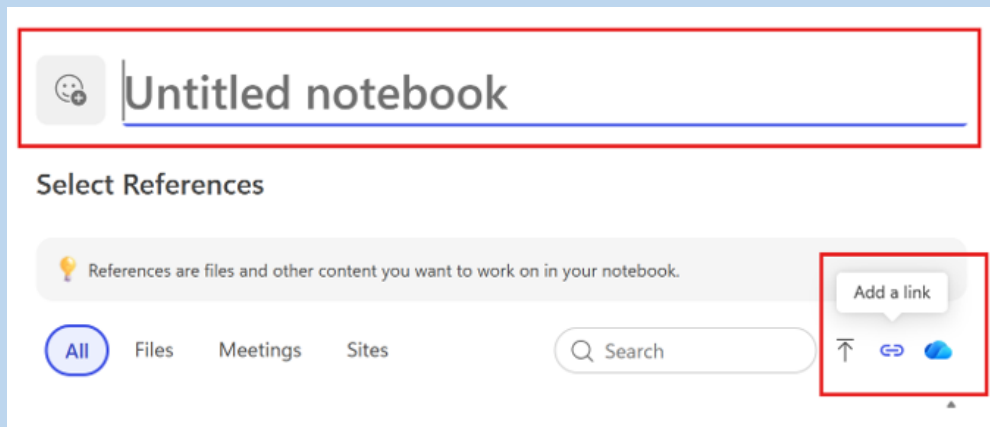
1. Navigate to <https://m365.cloud.microsoft/chat>. Sign in with your corporate account.

Navigate to **App Launcher** (nine dots at the top left corner) and select **Notebooks**. Click + **New notebook**.



Enter a name for the notebook. The notebook will serve as your centralised workspace for this task.

Upload all relevant documents and files about the company (such as information retrieved from company searches). Add relevant public sources, such as website links and databases, as reference materials for the agent to review. (**Note:** Links must be provided in full: include “**https://www.**”).



2. Once the notebook has been created, Copilot may generate an initial summary and key insights based on the uploaded content. Enter a structured prompt in the chat panel. You may customise the following sample prompts to suit your due diligence requirements.

### # GOAL

Conduct research on [**target company**] based on the uploaded documents and selected public sources to support due diligence.

[**Provide other information about the company e.g. stock code to facilitate Copilot's research.**]

### # PART 1: COMPANY OVERVIEW

- Summarise the company's sector, core business activities, and the jurisdictions in which it operates.
- Present the jurisdictions in a table with the following columns:
  - (i) Country
  - (ii) Corruption Perception Index (CPI) score
  - (iii) Applicable sanctions (if any)

### # PART 2: RISK INDICATORS

- Identify any interactions or relationships with government officials or public bodies, including:
  - (i) Government funding or grants
  - (ii) Public-private partnerships
  - (iii) Certifications or endorsements
  - (iv) Lobbying activities or involvement in legislative processes

### # PART 3: LEGAL AND REGULATORY PROCEEDINGS

- Search for any public litigation, allegations, or regulatory actions involving the company, especially related to:
  - (i) Financial crime
  - (ii) Employment practices
  - (iii) Reputational issues

### # PART 4: SUMMARY STATEMENT

- If no issues are identified, include the statement: "We confirm that, based on the information retrieved from the selected sources, there are no outstanding issues to flag as potential concerns."
- If any issues are identified, summarise them and include the source links.

### # REQUIREMENTS

- Use only information from selected public sources and uploaded documents.
- Cross-check all information for accuracy.
- Validate outputs against original sources and cite them clearly.

3. Conduct further rounds of prompting to refine the output. When you are satisfied with the output, you may export it to **Word**.

Alternatively, you may export Copilot's responses directly to **Pages** and save it in the notebook, which can serve as a centralised knowledge base for the relevant client or matter.

