

## Domain Names

- ❑ **Verify ownership of domain names:** Ensure that all domain names used by the acquired company are transferred.
- ❑ **Update WHOIS information:** Change the ownership details in the WHOIS database to reflect the new owner.

## Social Media Accounts

- ❑ **Facebook:** Transfer admin rights and ensure all credentials are updated.
- ❑ **Twitter:** Change ownership and update login credentials.
- ❑ **LinkedIn:** Transfer admin rights for the company page.
- ❑ **Instagram:** Update account ownership and credentials.
- ❑ **YouTube:** Transfer ownership of the YouTube channel.
- ❑ **Pinterest:** Transfer account ownership and update credentials.
- ❑ **TikTok:** Change ownership details and update login information.
- ❑ **Google:** Transfer ownership of Google My Business Profile

## Email Accounts

- ❑ **Corporate Email Accounts:** Ensure all corporate email accounts are transferred and credentials updated.
- ❑ **Email Domain Configuration:** Update MX records and other email domain settings to reflect new ownership.

## Website and Hosting

- ❑ **Website Hosting Accounts:** Transfer hosting accounts to the new owner.
- ❑ **Website Content Management Systems (CMS):** Transfer admin access to the CMS (e.g., WordPress).
- ❑ **SSL Certificates:** Ensure SSL certificates are reissued under the new ownership.

**IT Infrastructure**

- ❑ **Server Access:** Transfer control of physical and cloud-based servers.
- ❑ **Network Equipment:** Ensure ownership of routers, switches, and other network equipment is transferred.
- ❑ **Software Licenses:** Transfer all software licenses to the new company.
- ❑ **Hardware Warranties:** Ensure any hardware warranties are transferred to new company.
- ❑ **VOIP Services:** Transfer ownership of VOIP accounts and phone numbers
- ❑ **Microsoft 365:** Transfer admin roles of Microsoft 365 Tenant

**Cloud Services**

- ❑ **Cloud Storage Accounts:** Transfer ownership of cloud storage accounts (e.g., Google Drive, Dropbox).
- ❑ **Cloud Computing Accounts:** Ensure transfer of cloud computing resources (e.g., AWS, Azure).

**Applications and Software**

- ❑ **CRM Systems:** Transfer admin access and ownership of CRM systems.
- ❑ **Accounting Software:** Update ownership details for accounting and bookkeeping software.
- ❑ **Project Management Tools:** Transfer control of project management tools (e.g., Asana, Trello).
- ❑ **Communication Tools:** Transfer admin access for communication tools (e.g., Slack, Microsoft Teams).

## Security and Credentials

- ❑ **Device Credentials:** Ensure all device credentials (e.g., laptops, smartphones) are updated and transferred.
- ❑ **Application Credentials:** Update and transfer credentials for all business applications.
- ❑ **VPN Access:** Transfer and update VPN access credentials.
- ❑ **Access Control Systems:** Ensure transfer of access control systems (e.g., keycard systems).

## Data and Backup

- ❑ **Data Backup Solutions:** Transfer ownership of data backup solutions.
- ❑ **Data Privacy Compliance:** Ensure data privacy compliance with new ownership.
- ❑ **Transfer of Customer Data:** Ensure secure transfer of customer data.

## Miscellaneous

- ❑ **Digital Marketing Tools:** Transfer control of digital marketing tools (e.g., Google Analytics, SEMrush).
- ❑ **Online Subscriptions:** Ensure all online subscriptions are transferred.
- ❑ **Technical Support Contracts:** Update and transfer any technical support contracts.

This checklist ensures all critical technology aspects are covered during the transfer of ownership in a company acquisition.