



## Engagement Procedures

1. A sanitised Conditional Offer (CO) is sent to buyer
2. Buyer formally responds acceptance of CO in writing with:
  - 2.1. Full details of individual buyers and/or the buying company with a Board Resolution (*if applicable*)
  - 2.2. Name of buyer (must be the signatory)
3. Initial Client Due Diligence (CDD) will be undertaken on the Buyer (Approximately seventy two (72) hours is required)
4. After successful DD the sellers representative will issue via e-mail sellers Bank Officer (BO) Name and BO bank e-mail address to buyer
5. Buyers BO e-mails sellers BO with time and date of availability for call via buyers BO bank e-mail address.
  - 5.1. After call has been completed between Buyers and Sellers BO
6. Sellers representative will notify in writing to the buyer if engagement will continue
  - 6.1. If engagement will continue
7. Seller's mandatory issues the signed CO to the buyer directly.
8. The procedures on the signed and agreed CO will commence

### Notes

- If the Buyers BO **does not** send the e-mail to sellers BO on a banks company e-mail the sellers BO will not engage and/or respond.