

MINIMUM REQUIREMENTS FOR MANDATING YOUR BUSINESS



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Thank you for placing your business with Aldes Business Brokers. You have chosen to work with the professionals who have over 29 years experience in the sale of businesses.

To market your business successfully we require the following information as stipulated below. The information supplied to us will be treated in the strictest confidence and shown to only qualified buyers who sign a confidentiality form.

MINIMUM REQUIREMENTS FOR MANDATING A BUSINESS

Fully Completed and Signed Aldes Business Mandate form.

Copy of the lease of Premises.

Copy of any licences held.

List of assets of the business, i.e. fixtures & fittings; plant & equipment and stock, all with appropriate values.

Copy of any Lease/HP Agreements for the above together with the settlement figures.

Latest balance sheet and income statement.

Current management accounts.

Monthly turnover figures for the last 12 months.

List of staff /salaries/wages/length of service.

Copy of ID Documents of all owners/members/shareholders.

V.A.T. returns for the last 12 months.

MANDATE TO SELL. PRIVATE AND CONFIDENTIAL

(PTY)LTD / CC / Private / Trust

Business / Trading Name: _____

Co / CC Registered Name: _____ Reg./CK No: _____

Street Address: _____ V.A.T. No: _____

Postal Address: _____

Tel (B): _____ Fax: _____ Email: _____ WWW: _____

Copy of I.D. of the seller interveiwed to be attached ID No: _____

Name: _____ Tel (H): _____

Street Address: _____ Cel: _____

Postal Address: _____ Fax: _____

Business Type: _____ Sector: _____

Manager: YES/NO Partnership: YES/NO B.E.E. Partner: YES/NO Category: _____

New Franchise: YES/NO Franchise Resale: YES/NO

Bookkeeper: _____ Contact: _____ Tel: _____

Price: _____ Stock At Cost: _____ Total Price (incl Comm): _____ Deposit: _____

LEGAL REQUIREMENTS

POCA - Prevention of organised Crime Act and FIC Bill - Financial Intelligence Centre Act
In regard to the above mentioned legislation we are obliged to acquire the information as requested in this document.
Thank you for your co-operation.

COMMISSION STRUCTURE

- 1) R 10 000 minimum on amounts up to R 100 000 plus V.A.T.
- 2) 10% on all amounts over R 100 000 plus V.A.T.

The commission shall be calculated on the gross value of the assets which include goodwill, stock, equipment, furniture and fittings, inclusive of leases and HP on plant, equipment or vehicles, the total of such liabilities being deemed to be part of the selling price for the purpose of calculating the commission payable.

Should Property form part of the sale or be sold under seperate negotiation the normal commission structure for property sales shall apply.

Service Fee R _____ (Paid/Not Paid) to cover advertising and administrative expenses. On the sale of the business by the agents the said fee will be deducted from the commission when paid.

OPEN MANDATE

I the seller, who is authorised to deal with the said proposition have provided "ALDES BUSINESS BROKERS" with the information contained therein.

I hereby appoint them as agents to sell the said Proposition, Shares, Loan Accounts and Members interest as applicable etc.

I undertake to pay the agent's commission in accordance with the structure as set out above upon the agents introducing a person who is ready and willing to purchase and enter into a contract for the selling price or any variation which I may accept.

SOLE AND EXCLUSIVE MANDATE

I, _____ who is authorised on behalf of the above business, hereby grant "ALDES BUSINESS BROKERS" herein referred to as the Agents, a SOLE and EXCLUSIVE mandate to find a buyer for the above mentioned business, for the sum of _____ from _____ to _____.

In the event of any sale of the said business or part thereof occuring prior to the expiration of this mandate, whether to a buyer introduced by you or not, or in the event of a sale of the business taking place after this mandate has expired, to a buyer introduced during the period of this mandate then in either event:

I undertake to pay you the commission as agreed here-in, upon a person being introduced, who is ready and willing to purchase and enter into a contract for the selling price or any variation which I may accept.

Signature: _____ Signature: _____

SELLER

DATE

BROKER