## Before completing this checklist, please ensure you have the most recent version by downloading the checklist from the Takeover Panel website ([www.thetakeoverpanel.org.uk](http://www.thetakeoverpanel.org.uk)). This checklist must be completed in accordance with the Panel’s guidance on ‘How to complete checklists and supplementary forms’ which can be found on the Panel’s website.

# SECTION A: Information about the proposed action

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Offeree:** |  | | | |
| **Offeror(s):** |  | | | |
| **Date circular/announcement published (Rule 21.1(f)(iii)/Rule 21.1(g)):** |  | | | |
| **Date of general meeting (in case of a circular):** |  | | | |
| **Summary of proposed action:** |  | | | |
| **Offeree financial adviser:** | Name |  | | |
| Firm |  | | |
| Tel. no. |  | | |
| Email |  | | |
| **Financial adviser’s approval of checklist:** | Signature |  | Date |  |
| **Website address on which circular/announcement published (Note 6 on Rule 21.1 and Rule 26.1(a)):** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | | |
| **Case team (CO/SCO/MSU):** |  |  | |  |
| **Date received by Support Group:** |  | | | |
| **Date checked (CO/SCO):** |  | |  | |

# SECTION B: Details to be included in circular or announcement

| **RULE** |  | **REF** | **COMMENTS** |
| --- | --- | --- | --- |
| **21.1, Note 1(a)** | Full details of proposed action |  |  |
| **21.1, Note 1(b)** | Opinion of offeree board and reasons |  |  |
| **21.1, Note 1(c)** | Substance of independent advice (if Rule 21.1(d)(i) applies) |  |  |
| **21.1, Note 1(d)** | Information about current status of offer or possible offer |  |  |
| **21.1, Note 1(e)** | Other information necessary to enable shareholders to make informed decision |  |  |