

# THE TAKEOVER PANEL

## RULE 2.11 (DISTRIBUTION OF ANNOUNCEMENTS) CHECKLIST FOR FIRM OFFER (RULE 2.7) ANNOUNCEMENT

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 offer

---

<b>Offeree:</b>		
<b>Offeror:</b>		
<b>Date and time of Rule 2.7 announcement:</b>	Date:	Time:
<b>Date of Rule 2.11 letter:</b>		
<b>Specify different versions of Rule 2.11 letter (e.g. for shareholders, employee representatives, pension scheme trustees etc.) and attach copy of each</b>		
<b>Has Rule 2.11 letter been published on a website in accordance with Rule 26.1(a)(i)?</b>		

<b>OFFICE USE ONLY</b>		
<b>Case team (CO/SCO/MSU):</b>		
<b>Date received by Support Group:</b>		
<b>Date checked (CO/SCO):</b>		

**SECTION B: Offeree requirements**

<b>Offeree financial adviser:</b>	Name			
	Firm			
	Tel. no.			
	Email			
<b>Financial adviser's approval of checklist:</b>	Signature		Date	

<b>RULE</b>		<b>✓, ✗ or N/A</b>	<b>COMMENTS</b>
<b>2.11(b)(i)</b>	Rule 2.7 announcement/summary circular (specify which in COMMENTS column) sent to offeree shareholders and persons with information rights		
<b>2.11(b)(i) and Definitions, Note on website notification</b>	If Rule 2.11 letter constitutes a website notification (i.e. if Rule 2.7 announcement/summary circular is not sent with the Rule 2.11 letter), does Rule 2.11 letter comply with website notification requirements?		
<b>2.11(b)(i)</b>	Rule 2.7 announcement/summary circular made readily available to offeree's pension scheme trustees		
<b>2.11(b)(ii)</b>	Rule 2.7 announcement/summary circular made readily available to offeree's employee representatives (or employees)		
<b>2.11(c)</b>	Implications of Rule 2.7 announcement		
<b>2.11(c) &amp; App. 4, s. 4</b>	Explanation that addresses etc. provided to offeree for receipt of communications may be provided to offeror		
<b>2.11(c)</b>	(If summary circular) Summary of Rule 8		
<b>2.11(c)</b>	(If summary circular) Telephone number to contact offeree regarding administrative matters		
<b>2.11(d)</b>	Offeree's employee representatives (or employees) and pension scheme trustees informed of right to have opinion appended to offeree board circular		
<b>2.11(d)</b>	Offeree's employee representatives (or employees) informed of offeree's responsibility for costs of verification		
<b>2.11, Note 1</b>	(If summary circular) Rule 2.7 announcement made readily and promptly available		

RULE		✓, ✖ or N/A	COMMENTS
<b>2.11, Note 1 &amp; 26.1(b)</b>	(If summary circular) Details of website on which Rule 2.7 announcement published		

**SECTION C: Offeror requirements**

<b>Offeror financial adviser:</b>	Name			
	Firm			
	Tel. no.			
	Email			
<b>Financial adviser's approval of checklist:</b>	Signature		Date	

<b>RULE</b>		<b>✓, ✗ or N/A</b>	<b>COMMENTS</b>
<b>2.11(b)(ii)</b>	Rule 2.7 announcement/summary circular (specify which in COMMENTS column) made readily available to offeror's employee representatives (or employees)		
<b>2.11(c)</b>	Implications of Rule 2.7 announcement		