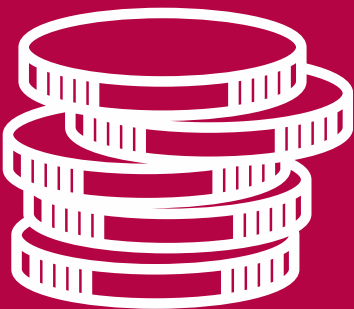


Selling your Business The Overview

1 PRE-SALE PREPARATION

Having all of your **legal obligations in order** will not only mean buyers are clear on what is for sale, it will also mean less negotiation, or worse still, an aborted sale.



2 VALUING YOUR BUSINESS

2

This will be carried out in conjunction with your company **accountant** and potentially also a **professional valuer** with knowledge of your specific sector.

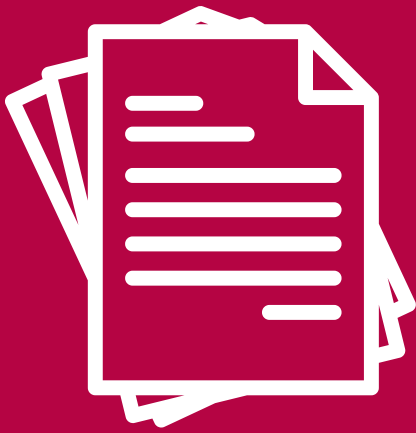
3 FINDING A BUYER

Engaging a **business sale agent** is becoming increasingly common. They will market your business and hopefully introduce you to one – or more – potential buyers.



4 HEADS OF TERMS

When you've found that buyer, here is the first opportunity to agree the backbone of the **deal** and **record** it in writing.



5 CONTRACT NEGOTIATIONS

Negotiations will run concurrently with due diligence. What is (or is not) disclosed during that process will directly impact upon the drafting of the sale and purchase agreement.

6 DUE DILIGENCE

6

The **buyer** will ask certain questions, requiring the seller to disclose information about key areas of the business such as contracts, equipment and employees etc.

The **seller** will respond to these questions compiling a pack of information including copies of all relevant information. This will then be formally disclosed in a **Disclosure Letter**, helping to limit the seller's liability following the sale.

7 COMPLETING THE SALE

There will be a lot of activity with your legal team drafting a whole suite of **documents**: the SPA, the Disclosure Letter, resignations, board minutes, obtaining shareholder approvals, Companies House forms.



8 POST COMPLETION MATTERS

8



Following completion there will be certain **administrative tasks** to carry out. Sellers who are key personnel may also stay on for a defined period post-completion to ensure a smooth handover of the business.

For any advice related to selling your business contact
us on 0333 400 4499