## 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

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

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

# SECTION B: Offeree requirements

|  |  |  |
| --- | --- | --- |
| **Offeree financial adviser:**  | Name |  |
| Firm |  |
| Tel. no. |  |
| Email |  |
| **Financial adviser’s approval of checklist:** | Signature |  | Date |  |

| **RULE** |  | **✓, 🗶 or N/A** | **COMMENTS** |
| --- | --- | --- | --- |
| **2.11(b)(i)** | Rule 2.7 announcement/summary circular (specify which in COMMENTS column) sent to offeree shareholders and persons with information rights |  |  |
| **2.11(b)(i) and Definitions, Note on website notification** | 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? |  |  |
| **2.11(b)(i)** | Rule 2.7 announcement/summary circular made readily available to offeree’s pension scheme trustees |  |  |
| **2.11(b)(ii)** | Rule 2.7 announcement/summary circular made readily available to offeree’s employee representatives (or employees) |  |  |
| **2.11(c)** | Implications of Rule 2.7 announcement  |  |  |
| **2.11(c) & App. 4, s. 4** | Explanation that addresses etc. provided to offeree for receipt of communications may be provided to offeror |  |  |
| **2.11(c)** | (If summary circular) Summary of Rule 8  |  |  |
| **2.11(c)** | (If summary circular) Telephone number to contact offeree regarding administrative matters |  |  |
| **2.11(d)** | Offeree’s employee representatives (or employees) and pension scheme trustees informed of right to have opinion appended to offeree board circular |  |  |
| **2.11(d)** | Offeree’s employee representatives (or employees) informed of offeree’s responsibility for costs of verification |  |  |
| **2.11, Note 1** | (If summary circular) Rule 2.7 announcement made readily and promptly available |  |  |
| **2.11, Note 1 & 26.1(b)** | (If summary circular) Details of website on which Rule 2.7 announcement published |  |  |

# SECTION C: Offeror requirements

|  |  |  |
| --- | --- | --- |
| **Offeror financial adviser:**  | Name |  |
| Firm |  |
| Tel. no. |  |
| Email |  |
| **Financial adviser’s approval of checklist:** | Signature |  | Date |  |

| **RULE** |  | **✓, 🗶 or N/A** | **COMMENTS** |
| --- | --- | --- | --- |
| **2.11(b)(ii)** | Rule 2.7 announcement/summary circular (specify which in COMMENTS column) made readily available to offeror’s employee representatives (or employees) |  |  |
| **2.11(c)** | Implications of Rule 2.7 announcement |  |  |