



Jeremy Kitchin Accountancy Practice M&A
SERVING THE PROFESSION SINCE 1973

We have been providing M & A Services, to accountancy practices, together with valuing goodwill and giving exit route advice, for over 40 years

SUMMARY OF APMA'S SERVICES TO A VENDOR OR MERGEE

No Success, No Fee

- A free and comprehensive consultancy visit, usually for between two and three hours.
- Analysis of your position in the market place and valuation of your practice/goodwill.
- Production of a divestment & information package together with a marketing plan, unless not applicable.
- All marketing undertaken at cost price with confidential handling of all response, retaining your anonymity until such time as you agree to meet the shortlist of purchasers/mergees.
- Interrogation of our substantial Accountancy Practice database in the search for a suitable solution.
- Advice on the production of your client schedule under 12 key headings.
- Removal of 'window shoppers' and 'men of straw'.
- Checking that purchasers are 'in funds', signposting sources of finance, if relevant, and confirming they meet the vendor's requirements.
- Presentation of the profiles of the initial shortlist of ready, willing and able purchasers/mergees.
- Organisation of preliminary meetings; providing vendors with an agenda sheet, and an interview pack with suggested questions to be asked, followed by us debriefing all participants.
- Final short listing of up to three purchasers/mergees, in conjunction with the sponsor, and arranging for due diligence by them, usually outside business hours, on the vendor's premises.
- Assisting the finalists in the construction of their outline offers/proposals and helping the sponsor with the selection of the successful purchaser/mergee, followed by rejection of the unsuccessful short listed participants.
- Advising on due diligence and warranties re compliance with the Money Laundering Regulations 2007.
- Advising both parties on the construction of Heads of Agreement, together with the provision of a comprehensive list of relevant commercial clauses.
- Advising on steps necessary to minimise the risk of a claim against the vendor for the loss of fees. (In the past five years, to our knowledge, only once has a purchaser lost as much as 5% of the fees bought.)
- Advising on TUPE - Transfer of Undertakings (Protection of Employment) Regulations.
- Free consultancy advice throughout the whole assignment.

Absolute confidentiality is assured to all parties so that neither their staff, nor their clients, need know of their plans until they decide to tell them.

This could be the biggest financial deal you will ever undertake, so why take a risk?

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