

Checklist: Asset deal agenda

Agenda

- **Preparation for sale**
 - sale entire business division (carve-out)
 - sale of an investment asset
 - disinvestment strategy and tactics
 - market inquiry
 - approach for achieving as high a purchase price as possible
 - equity carve out?
 - determination of the object of the sale
 - determination of the time of sale
- **Project management**
 - composition of a separation team
 - decision makers
 - representatives
 - adoption of a detailed schedule or operation plan
 - separation process (or adjustment process)
 - transaction process
 - drafting of a Transition Service Agreement
 - manage project proactively and closely
 - structure as short as possible a transition period
- **Communication**
 - communicate early and state goals, as it is difficult to keep a project of this nature confidential over a longer period of time
 - avoid irritating staff
 - accessory to (close) schedule
- **Legal**
 - determination of offer
 - purchase object
 - first contacts
 - information memorandums
 - confidentiality/exclusivity agreement
 - Letter of Intent (LOI)
 - (due diligence)
 - contract for the purchase of moveable property (binding agreement)
 - closing (execution)
 - legal protection
- **Taxes**