

WELCOME TO THE MEMBERS SERVICE GUIDE.

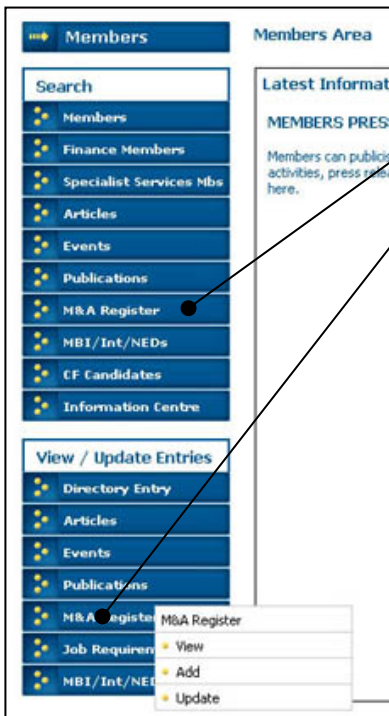
- Subject:** Searching, entering, amending and deleting mergers and acquisitions entries
- Relevant to:** Members who can add entries and Finance Members who can view entries
- Further Help:** If you have any problems not dealt with here email support @cfconnect.co.uk
- Report misuse:** Please contact us if you feel the M & A register is being incorrectly used.

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- [M & A register example](#)
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INTRODUCTION

How do I access the M&A directory to view or make entries?



The M&A directory can only be accessed from the members’ homepage. The directory can be searched by all members and Finance members and updated using an administrator sign up by members.

- Search M&A entries
- View your own entries, add and update entries

Are there any rules about entries made?

1. You should only add entries for transactions for which you have an engagement or permission. The register is not to be used for speculative broking. You should not be looking to fees from the member replying to the entry.
2. You should not reproduce a member’s entry elsewhere.
3. The entry can be seen by members and finance members. Members, who do not want their entry discussed with third parties before being cleared by them, must include this in the description field. We suggest this is in upper case at the start of the entry.
4. We are leaving it members to judge the suitability of transaction to

enter on the register. As the register is for members only and not the general public, transactions need to be of the size and quality where specialist corporate finance advisers or lawyers will be involved.

5. Please keep your entries up to date. In particular, please remove transactions which are completed or under negotiation. We reserve the option to automatically remove entries after 3 months. This length of this period will be kept under review. Contact us if you believe the M&A register is being incorrectly used.

M & A REGISTER EXAMPLE

What will the M&A register look like?

Search M&A Register go back to the members area

You searched for: "example cor" Showing results 1 - 3 of 3

1) Sale *Advertising & media*

Project ref.: Project Jabba
 Turnover: 5 - 10m
 Profitability: 250 - 500K

Advertising and media example Company

Example Corporate Finance Posted: 1st of Jan 1970

Contact: George Lucas Tel: 0161 969 6666 Email: George.lucas@excorpfin.com

2) Sale from receivership *Advertising & media*

Project ref.: XYZ1
 Turnover: 2 - 5m
 Profitability: 1 - 100K

This is a company description. After several years of growth the company got into trouble with a major contract. This is a company description. After several years of growth the company got into trouble with a major contract. This is a company description. After several years of growth the company got into trouble with a major contract. This is a company description. After several years of growth the company got into trouble with a major contract. This is a company description. After several years of growth the company got into trouble with a major contract.

Example Corporate Finance Posted: 23rd of Mar 2004

Contact: George Lucas Tel: 0161 000 0000 Email: George.lucas@excorpfin.com

3) Sale *Food*

Project ref.: Project Example
 Turnover: 2 - 5m
 Profitability: 500K - 1m

A succesful bakery operation which has grown in recent years as a result of the development of its own new product range. These are sold to a number of blue chip customers under its own brand and as an own label supplier. The owner who has taken a back seat in the Company's operations over the past 18 months has decided that this is the right time to retire and seek a purchaser for the entire share capital of the company.

Example Corporate Finance Posted: 27th of Mar 2004

Contact: George Lucas Tel: 0161 111 2222 Email: George.lucas@excorpfin.com

Showing results 1 - 3 of 3
 << Prev | Next >>

On the left is an example of the output from an M&A directory search using sample data. All entries meeting the search criteria will be displayed.

This entry is created through an input form. Input fields appear on the entry as follows:

- Sector
- Type of transaction
- Project reference
- Turnover
- Profitability
- Description
- Contact name
- Contact telephone
- Contact email

ADDING AN ENTRY

How do I create an M&A entry?

Add M&A Entry

* indicates a required field

Date posted 27/03/2004

Sector *

Project reference *

Contact name *

Contact email *

Contact telephone *

Type of transaction

Turnover

Profitability

Description

M & A transactions are entered using the following form selected from the members' area. Select M & A register and add on the View/Update Entries menu:

See drop down list choices below.

The description length is not limited. It will appear as a single paragraph in the output with any paragraph or other spacing will be ignored.

The turnover and profitability ranges are drop down lists with ranges such as £2-5m when entering details of companies for sale and £1m+ when entering acquisition requirements. When the company has no turnover or is loss making, select the lowest range and explain in the description.

Once you have pressed the next button, you will see a confirmation that the entry has been created.

The following are the drop down list choices:

Sectors	Types of transaction	Turnover	Profitability (PBIT)
Advertising & media	Sale	Sale ranges	
Building & construction	Sale from receivership	0 -1m	1 – 100,000
Engineering	Acquisitions	1 – 2m	100 – 250,000
Food	Merger	2 – 5m	250 – 500,000
Leisure	Joint ventures	5 – 10m	500,000 – 1m
Manufacturing	Seeking investment	10 – 20m	1 – 2m
Medical	Investment available	20 – 50m	2 – 5m
Professional & financial			5- 10m
Retail		Acquisition ranges	
Services		Any	Any
Technology		1m+	1,000+
Wholesale & distribution		1-2m	100,000+
Other		2-5m	250,000+
		5-10m	500,000+
		10-20m	1m+
		20-50m	2m+
		50m+*	5m+
			10m+*

** Applies to both sales and acquisitions*

We have prepared a form for download and printing which will make it easy to prepare your entry before entering the data on the site. It is available for download from the Help / M&A section of www.cfconnect.co.uk.

EDITING ENTRIES

How do I edit my M&A entries?

Edit M&A Register go back to the members area

Please select the entry you would like to edit Showing results 1 - 3 of 3

1) Sale Advertising & media

Project ref.: Project Jabba
Turnover: 5 - 10m
Profitability: 250 - 500K

Advertising and media example Company

Example Corporate Finance Posted: 1st of Jan 1970

Contact: George Lucas Tel: 0161 969 6666 Email: George.lucas@excorpfin.com

2) Sale from receivership Advertising & media

Project ref.: XYZ1
Turnover: 2 - 5m
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Example Corporate Finance Posted: 23rd of Mar 2004

Contact: George Lucas Tel: 0161 000 0000 Email: George.lucas@excorpfin.com

3) Sale Food

Project ref.: Project Example
Turnover: 2 - 5m
Profitability: 500K - 1m

A successful bakery operation which has grown in recent years as a result of the development of its own new product range. These are sold to a number of blue chip customers under its own brand and as an own label supplier. The owner who has taken a back seat in the Company's operations over the past 18 months has decided that this is the right time to retire and seek a purchaser for the entire share capital of the company.

Example Corporate Finance Posted: 27th of Mar 2004

Contact: George Lucas Tel: 0161 111 2222 Email: George.lucas@excorpfin.com

Showing results 1 - 3 of 3
<< Prev | Next >>

Your entry can be updated or deleted using your administrator login. From the members area select M&A register and update on the View/Update Entries menu.

You will see a screen similar to the M & A search screen with your entries and the titles underlined.

To select the entry you wish to edit, click on the title and this will bring up the following editing screen

Update M&A Entry

Date posted	27/03/2004	Currently set as	
Sector	Food		Food
Project reference	Project Example		Project Example
Contact name	George Lucas		George Lucas
Contact email	George.lucas@excorpfin.com		George.lucas@excorpfin.com
Contact telephone	0161 111 2222		0161 111 2222
Type of transaction	Sale		Sale
Turnover	2 - 5m		2 - 5m
Profitability	500K - 1m		500K - 1m
Description	A successful bakery operation which has grown in recent years as a result of the development of its own new product range. These are sold to a number of blue chip customers under its own brand and as an own label supplier. The owner who has taken a back seat in the Company's operations over the past 18 months has decided that this is the right time to retire and seek a purchaser for the entire share capital of the company.		

Save changes Reset

Each of the fields can be updated and the changes saved. Please note the reset button only resets the fields with "Currently set as". It will not reset the description. If you wish to abandon use the back button.

SEARCHING M & A ENTRIES

How do I find M&A entries that meet my requirements?

The M & A register can be searched using the following screen:

Search M&A Register

Sector: -- Select --

Type of transaction: -- Select --

Turnover: -- Select --

Profitability: -- Select --

Recent Entries: -- Select --

Keyword: _____

OR

Company name: _____

Search Reset

Sector and type of transactions search uses the drop down categories listed above.

Turnover ranges can be searched as 1m+, 2m+, 5m+, 10m+, 20m+ and 50m+

Profitability ranges can be searched as 1,000+, 100,000+, 250,000+, 500,000+, 1m+, 2m+, 5m+, 10m+

The keyword search is a single word search that looks at the description field only.