

**BUSINESS REF 2661**  
**Mailing and Fulfilment Company**  
**NON DISCLOSURE AND CONFIDENTIALITY AGREEMENT**

From: Mr/Mrs/Miss/Ms/Dr/Other

First Name ..... Surname .....

Company/Business .....  
*(if this is a holding co. or investment company please list some of your relevant holdings or interest(s) below).\**

Address: .....

.....

..... Postcode .....

Company Reg. No. ....

Website(s) .....

Linked In (or similar) Profile .....  
*(If you are an individual looking to acquire a business please attach a full CV to this NDA)*

To: Anderson Moore  
10 Skein Road  
Andover  
Hampshire  
SP11 6WX

I/we request further confidential information in respect of the above company/business (Ref 2661, hereafter referred to as the "Target").

In the matter of you or your client (the vendors) providing me/us with the information listed by you, and any subsequent information, either verbal or written, concerning the Target and which is not publicly available, or already in our possession from a source other than you or your client, I/we undertake both to you and the vendors that:

1. I/we are acting for myself or my/our company/business and with full authority. I/we are not acting in any intermediary capacity or for any other party not named or included in this letter.
2. All information provided will be treated as strictly confidential and that all reasonable precautions will be taken to ensure such confidentiality.
3. No approach will be made by me/us or our agents or representatives to customers, staff or suppliers of the Target without the express written authority of the vendors.
4. Any information provided will be used only for evaluating the Target with a view to acquisition.
5. At no time will information be disclosed or otherwise made available to any third party, other than to our officers, employees and professional advisers who are required in the course of (and solely for the purpose of such an evaluation) to receive and consider the information and provided that such officers, employees and advisers are aware of and accept the strict provisions of this undertaking.
6. If required, any information provided to me/us together with any copies in our professional advisers' possession will be returned to Anderson Moore or will be shredded or permanently destroyed. In the case of electronic information, data storage, etc. such data will be permanently deleted from my/our and our advisers' IT or data systems.
7. I/We acknowledge this introduction and therefore any and all requests for information or offer made will be addressed through the introducer, Anderson Moore, and not directly with the vendor.
8. The accuracy of any information provided will be for me/us to verify.
9. I/we have access to sufficient funding to enter into negotiations for the Target and will provide full details upon declaring any agreement or intent to purchase.

10. Any offer to acquire or purchase the Target will be made in writing (which may include email) directly to Anderson Moore.
11. I/we agree that the provisions of this letter shall cease twenty-four months from the date of signature. Any breach of confidence will be vigorously pursued by Anderson Moore or their client and that this notice of interest and confidentiality undertaking is to be governed by and construed in accordance with the law of England and Wales.
12. I/we will immediately declare myself/my company as a competitor or customer (or an employee/director of a competitor or customer) of the Target if, upon receipt of full information, this is the case.
13. I/we hereby accept the above terms and conditions. I/we understand that Anderson Moore may decline to provide any further details if this NDA is incomplete or if any questions are unanswered or details missing. Anderson Moore may request further details from me/us before releasing information and I/we agree to any reasonable such requests.
14. I/we understand and agree that you will pass on my/our details to your client, the vendor, who may wish to make their own background checks before agreeing to release any further information.
15. ANTI MONEY LAUNDERING (AML) REGULATIONS – Should I/we wish to make an offer to purchase the Target then I/we will produce identification documentation at that time, in order to comply with UK HMRC AML regulations.

Signed.....  
(no typed or digital signatures please)

Position.....

Date.....

Mobile or Direct Dial Tel. No. ....

Direct email Address: .....

Reason for your interest in this Target (e.g growth, diversification, matches current/past experience etc.)
Other Holdings or Interests (if appropriate) *

Please send the completed NDA by post to the above address or by email to [keith@andersonmoore.co.uk](mailto:keith@andersonmoore.co.uk) or by fax to 01256 630240

<b>Office Use only</b>
Creditsafe / Linked In search done .....
Purchaser Details verified.....