



M&AMI TRANSACTION SUBMITTAL FORM

The M&AMI designation requirements for CERTIFICATION state that you will need to provide proof of 3 M&A transactions in which the total transaction value was \$1.0 million or greater **excluding** real estate and for RECERTIFICATION you will need to provide proof for 1 transaction. Please complete this form for each transaction, attach the required documentation and return to M&A Source Headquarters. Documentation received without this form will not be processed.

TRANSACTION NAME: _____

CLOSING DATE: _____

TOTAL SELLING PRICE: _____

BUSINESS VALUE: _____

REAL ESTATE VALUE: _____

CLOSING ESCROW COMPANY AND/OR ATTORNEY: _____

INTERMEDIARY: _____

INTERMEDIARY'S FIRM: _____

Applicant should provide the following documents as proof of the transaction and as proof that the intermediary firm was the intermediary of record.

- 1) **SIGNED Closing Statements** demonstrating the total sale, asset content of real estate (if any) and intermediary commissions paid at closing. If a Closing statement is not available due to a Private Equity Closing, or "self handled" company accretion, an affidavit from the attorney, accountant, PEG, or your client **ON THEIR RESPECTIVE LETTERHEAD** should be provided and signed by a principal, or the signed letter should describe the deal and verify its Closing and the Primary Intermediary. (see attached sample letter).
- 2) In addition to the above, if the Applicant is a member of a Firm that operates as a "team" or a "subcontractor" to the Firm, the Principal of the Firm (or participating Partner(s)) should provide a Notarized Affidavit that verifies that the Applicant was the "Primary Intermediary" and managed the primary responsibilities of the transaction.
- 3) In addition to 1 & 2 above, please consider submitting an IBBA Business Sale Submittal Form (Revised March, 2003) for "Pratt's Stats". This is not a requirement but will aid the IBBA and the M&A Source with databases through Pratt's Stats as well as the Applicant who will receive database access.

I attest to the above information to be factual and true.

Signed: _____ Date: _____



Intermediary Certification for M&AMI

I _____ have submitted my M&AMI application and proof of all of my requirements which have been accomplished in a 5 year period.

- I am a CBI in good standing
- I am an M&A Source Member in good standing
- I have completed a minimum 32 hours of 300/400/500 level classes
- I have attended at least three M&A Source conferences
- I am the primary intermediary for the three M&A transactions I have submitted, in which the total transaction value is one million dollars or greater excluding real estate in a five year period.

On this ____ day of _____ 20__ I attest to the above to be factual and true.

Signature:

Print name as you would like it to appear on award:

Contact Information:

Mail, fax or email to:

M&A Source
401 N. Michigan Avenue
Chicago, IL 60611-4267
(888) 686-4222; Fax: (312) 673-6599
Email: admin@masource.org



Sample Letter

Attorney, Accountant, PEG, or Client
Letterhead

Date:

M&A Source
401 N. Michigan Avenue
Chicago, IL 60611-4267

RE: _____

To Whom It May Concern:

This letter will serve to confirm that _____ of _____
acted as the Primary Intermediary in the following transaction representing
_____.

TRANSACTION NAME:

SELLER:

BUYER:

CLOSING DATE:

SELLING PRICE:

REAL PROPERTY VALUE:

I affirm that the above is true in all respects.

Regards,

Signature, Title