



PLEASE NOTE:

THESE GUIDELINES WILL BE FOLLOWED FOR EVERY INQUIRY THAT IS RECEIVED BY THIS COMPANY, WITHOUT ANY EXCEPTIONS.

THE FOLLOWING DOCUMENTS MUST BE COMPLETED BY THE APPLICANT AND RETURNED TO HOFFMAN PROPERTIES BEFORE ANY INFORMATION WILL BE DISCLOSED.

1. A Confidentiality, Non Circumvention and Non-Disclosure agreement document, will be send to the applicant.
Reason: This document safeguards information of both parties to be released to any unconcerned party
2. On Reception of the completed C NC NDA document, a list will be supplied to the applicant to give an overall idea of the mines and commodities available at that time.
Reason: Mines and commodities are very fast moving items on the market – if you express interest be aware that a specific item might have been taken up, the person at Hoffman will be able to establish this fact and relate to the enquirer.
 We have contact with the MANDATE HOLDER – we want to reiterate – we are not the mandate holders unless specified as such – and will make direct contact when necessary.
3. Your interest in any product must be stated and backed by an official LOI (LOI per item) on a letterhead of the firm that you represent as well as a BCL stamped by an official commercial bank or credit institution (this is not a prerequisite if International and Public Companies are involved)
4. In the instance where a BCL is produced, written consent must be given by the buyer, that a “soft probe” can be done on their bank guarantee (this will only done by the sellers financial institution)
5. When all these documents are in place, we will mediate between the mandate holder/owner/representative and the buyer/mandate holder/representative at a mutually agreed place and time.
 Buyer presents formal pop and seller issues complete geological and exploration reports, and draft contract
 Buyer and seller amend and sign draft contract
 Seller issues invitation to mine for sampling and viewing
 Buyer and Seller sign hard copy contracts
 Buyer issues acceptable financial instrument as per agreement between both parties
 Transfer of ownership process commence
 It is agreed by both parties that both parties must be fully satisfied after a settlement agreement is fully agreed and both parties are fully satisfied with all proceedings and contracts
Reason: At this meeting both parties will be at liberty to put forward their requests and will be able to arrange whatever points that has to be agreed upon.
6. Once this has been done and all requirements have been met, and fulfilled, and all parties are satisfied that all conditions have been met, the attorneys on both sides will proceed with the necessary documentation to conclude this transaction.

M.J. VENTER
 MANAGER