**PROCEDURE FOR THE ACQUISITION OF THE NEW INVESTMENT PROPERTIES**

1. **PURCHASE OF NON-BUILD-UP PROPERTY**
2. Information to the Management Department from the Investment and Development Department about the finalization of the purchase of the land property.

Infortmiation should be notified withtin 10 days form the date of the purchase of property. Information should contain:

1. Project name
2. a scan of the notarial deed of land purchase
3. list of contracts taken over during the purchase (utilities supply, services, rental contracts, etc.)
4. up-to-date extract and excerpt from the land register
5. information on the financial and accounting status of the real estate (settlement of tax / perpetual usufruct, etc.).
6. list of formal documents and archival documentation taken over along with the real estate purchased and the indicated place of its storage
7. Analysis of the information sent by the Management Department.

Within 5 working days from the information reffered in point 1, the Managing Takeover Protocol is signed (a template of the protocol is attached as **Appendix 1**).

1. Within 30 days from the date of acquisition of property an initial inspection will be carried out (a template of Inspection Protocol is attached as **Appednix** 4).
2. An Initial Inspection protocol will be handed-over to the EHS Department.

Within 5 working days the EHS Department will issue an opinion regards the securing of property.

1. Within 10 working days from the date of initinal inspection the Management Department will issue a descision regards:
2. signing a management agreement between Echo Investment and the owner company until the investment commences
3. a protocol of taking over the formal documents and archival documentation mentioned in point 1 f)
4. outsourcing of the property management,
5. transferring the property to the Investment Implementation Department in connection with the commencement of construction or other preliminary works (draft protocol is attached as **Appendix 2**).
6. **PURCHASE OF BULIT-UP PROPERTY**
7. Information to the **Management Department** from the **Investment and Development Department** about the decision to purchase a bulit-up property **in** order to include the Management Department in the Due Diligence proces.

The information should be sent at the stage of sales processing, at least 30 days before the purchase, and should include:

1. Scan of the Preliminary Sales Agreement, if signed.
2. List of contracts to be taken over (utilities supply, services, etc.).
3. List of documents relating to the building with scans (the checklist of required documents is attached as **Appendix 3**)
4. The **Management Department** analyzes the submitted documents and sends an opinion to the **Investment and Development Department** on the buildings and structures located on the property within 5 working days whether they meet the formal requirements to be taken over into management.
5. Information to the **Management Department** and **Investment and Developement Dpartment** on the finalization of the purchase of built-up property

An information to be send within 10 days from the date of purchase and should include:

1. project number,
2. a scan of the notarial deed of land purchase
3. list of contracts taken over during the purchase (utilities supply, services, rental contracts, etc.),
4. list of documents acquired during the purchase (checklist in accordance with **Appendix 4**)
5. property transfer protocol between the buyer and the seller, including attachments,
6. protocol of taking over formal documents and archival documentation taken over along with the property purchased and the indicated place of its storage
7. up-to-date extract and an excerpt from the land register,
8. information on the financial and accounting status of the real estate (tax settlement / perpetual usufruct).
9. Analysis of the information sent by the Management Department.

Within 5 working days from the information referred to in point 3, the Managing Takeover Protocol is signed (the template of the protocol is attached as *Appendix 1*).

1. Within 30 days from the date of property acquistion the initial inspection will be carried out (the template of the Inspection Protocol is attached as *Appendix 4).*
2. The Initial Inspection Protocol will be handed-overt to the **EHS Department**.

Within 5 working days the EHS Department will issue an opinion regards the securing of property.

1. Within 10 working days from the date of initail inspection the **Management Department** will issue the decision regards:
2. signing the management agreement between Echo Investment and the owner company until the investment commences,
3. outsourcing of external management for a given property,
4. transfer of the real estate to the Investment Implementation Department in connection with the commencement of the investment (draft protocol is attached as **Appendix 2**).
5. **Handing over the real estate from the Management Department to the Construction Teams**
6. From the moment of taking over the property by the Management Department (signing the Managing Takeover Protocol - Appendix 1) until its transfered to the Construction Teams for project implementation (signing the Property Handover Protocol for Construction - Appendix No. 2), the property is at the disposal and management of Management Department.
7. All activities related to maintaining cleanliness, tidying up, securing against unauthorized access, security of the property, correspondence with administrative authorities related to the maintenance of the property is the responsibility of the Management Department. Any access to the property, changes to the development, preparatory work for a new construction project carried out by other teams should be agreed with the Management Department.
8. Upon signing the Property Handover Protocol for Construction - Appendix 2, the responsibility for keeping the property clean, securing against unauthorized access, security on the property, and correspondence with administrative bodies related to the maintenance of the property are taken over by the Construction Team responsible for the investment.

 **Appendix 1**

……………., date ……………..

# MANAGING TAKEOVER PROTOCOL

# *Transferor*: Investment and Development Department

1. …………………………………..

*Taker:* **ECHO Investment Management Department**

1. Anna Kaczmarczyk

The subject of the Protocol is non-build-up/biuld-up property\* to handing over to management (project no. …………….. )

located in………………….. at the street………………….., on the plot (no.) ……………….

Land and mortgage register no. ………………………………………………. owned by ……………………………………………………………………… .

By this protol, the parties agreed as follows:

1. Acquistion of the obove-mentiopned property took place on ……………………… in connection with the purchase of an investment property on the basis of the Notarial Deed No.……………………………..
2. A list of documentation and contracts was provided along with the property (**Appendix 1**).
3. During the handed-over, the main metres indicators were recorded (**Appendix 2**).
4. The Protocol was completed, read and signed.

Transferor: Taker:

* + - 1. ……………………………. 1. ………………………………….

**Appendix 2**

……………., date……………..

# PROPERTY HANDOVER PROTOCOL FOR CONSTRUCTION

# *Transferor*: ECHO Investment Management Department

* + - 1. Anna Kaczmarczyk

*Taker:* **Construction Department**

*(PM resonsible for specific project)*

The subject of the Protocol is non-build-up/biuld-up property\* to handing over to construction phase (project no. …………….. )

located in………………….. at the street………………….., on the plot (no.) ……………….

Land and mortgage register no. ………………………………………………. owned by ……………………………………………………………………… .

By this protol, the parties agreed as follows:

1. Acquistion of the obove-mentiopned property took place on ……………………… in connection with the commence of construction works on investment property basis on legally valid construction permit no …………………….
2. A list of documentation and contracts was provided along with the property (**Appendix 1**).
3. During the handed-over, the main metres indicators were recorded (**Appendix 2**).
4. The Protocol was completed, read and signed.

Transferor: Taker:

* + - 1. ……………………………. 1. ……………………………

**Appendix 3**

**DOCUMENTATION CHECK-LIST FOR BIULD-UP PROPERTIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **BASIC PROTOCOLS** | **Date of the last review** | **Has the protocol been submitted****Yes/No** | **Protocol in the original or in a copy****O / C** |
| Annual / Semi-Annual Construction Inspection\* |  |  |  |
| 5-Year Construction Review |  |  |  |
| 5-Year Electrical Measurements |  |  |  |
| Chimneys inspection |  |  |  |
| Fire-extinguisher inspection |  |  |  |
| Report on the pressure test of the hydrants |  |  |  |
| Inspection of the gas installation with a leak test |  |  |  |
| Boiler overview |  |  |  |
| **BUILDING DOCUMENTATION** | **Date of document or last entry / update** | **Has the protocol been submitted****Yes/No** | **Protocol in the original or in a copy****O / C** |
| Object Book  |  |  |  |
| Fire Protection Instruction |  |  |  |
| Revision Books of the UDT |  |  |  |
| Technical designs / technical documentation of the facility |  |  |  |

**Appendix 4**

……………., date……………..

# INSPECTION PROTOCOL

# *Carried out by*: ECHO Investment Property Management Department

1. ……………………………….

The subject of the Protocol is inspection non-build-up/biuld-up property\*

(project no. …………….. )

located in………………….. at the street………………….., on the plot (no.) ……………….

Land and mortgage register no. ………………………………………………. owned by ……………………………………………………………………… .

INSPECTION FINDINGS:

1. Existing plot elements that may pose a hazard (excavations, buildings, manholes, etc.) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

2. perimeter fence / protection of the plot against unauthorized access

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

3. warnign signage

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Photographic documentation (attached)
2. RECOMMENDATIONS

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………