



## Transferring a Leapfunder Note to another owner

- You have raised funding using a Leapfunder Note and one of your investors wants to transfer his Leapfunder Note to another name
- To transfer the bond to another name you need to complete the following steps:
  1. Contact Leapfunder: we will provide you with a template for a Deed of Assignment. This is what you need to complete
  2. Get signatures on a Deed of Assignment transferring the Leapfunder Note from the old owner to the new owner
    1. Please make sure the form is filled out completely
    2. Startup also needs to sign
  3. Collect passport copies to prove that the signatures shown on the completed document actually belong to those persons
    1. If the transfer is to/ from a legal entity then you also need to collect evidence that those person controls those legal entities. You can submit a certified copy of the trade registration of all legal entities involved, showing directors
  4. Send the completed Deed of Assignment to us, and we will forward to the accountant/ attorney that is keeping your formal security register
  5. Please enclose evidence that the underlying cash payments have been made, or the consideration has otherwise been settled: if there is no payment the transfer may be void
  6. The security register will normally send an invoice to the selling party, but it can also go somewhere else
  7. The transfer is only completed when it has been registered. The accountant/ attorney will check the documents and signatures and make a formal amendment of the filing