

RBE V2 HANDOVER PACKAGE AND DELIVERY CHECKLIST

Supplementary clarification to MY.TOWN Final Commercial Settlement Position
Subject to contract and without prejudice

Purpose

The purpose of this checklist is to identify the handover materials MY.TOWN is prepared to deliver to RBE in respect of the current RBE-branded V2 operating package. It is intended to give RBE and its appointed developer a practical tickbox framework to confirm receipt of the agreed handover package.

This checklist confirms delivery and receipt of the handover package only. It does not create any obligation on MY.TOWN to install, migrate, configure, troubleshoot, support, maintain, secure, host or operate the package in RBE's new environment.

Key basis

Operating copy/fork	A once-off independent operating copy of the current RBE-branded V2 platform environment as deployed in the existing MY.TOWN-hosted RBE V2 environment.
Acceptance basis	Delivery and receipt of the agreed handover package, not successful installation, migration, testing or production operation on RBE's new server.
New environment	RBE and/or its appointed developer remain responsible for hosting, installation, configuration, testing, Flecto token setup, security, backups, maintenance and future operation.
Technical documentation	Reasonably available technical documentation, setup notes, configuration notes, environment notes, scheduled task notes, API/integration category notes and checklist information relating specifically to the current RBE V2 operating package.



A. Handover package checklist

The following items will be provided where applicable to the current RBE V2 operating package. The "Received" column is for confirming delivery and receipt only.

No.	Handover item	Included material / clarification	Received
1	RBE V2 application files	Current RBE V2 application files as deployed in the existing MY.TOWN-hosted RBE V2 environment, including relevant public files/assets and application folders required for operation.	[]
2	RBE V2 database export	Export of the current RBE V2 database, including the database schema as part of the export and RBE-specific operational data contained in the current RBE V2 database.	[]
3	Configuration files/templates	Configuration file examples/templates, environment variable list or sample structure where applicable, with placeholders for sensitive values.	[]
4	Environment requirements	Required runtime/PHP version where applicable, database type/version, known server modules/extensions, recommended hosting/server requirements, and folder/file permission notes where relevant.	[]
5	Scheduled/cron jobs	List of known cron jobs or scheduled tasks required for the current RBE V2 operation, with suggested timing/frequency and script/path references where applicable.	[]
6	API documentation/details	API/integration category notes used by the current RBE V2 environment, including indication of where credentials/tokens must be inserted in RBE's new environment.	[]
7	Deployment instructions	Basic setup notes for deploying the provided RBE V2 package, including basic database import notes, basic configuration notes and basic post-deployment checks.	[]
8	Handover checklist	This checklist and any final delivery confirmation schedule used to record receipt of the agreed package.	[]
9	Current RBE V2 configuration	Reasonably available notes on current RBE V2 operational settings, configuration categories and metering/data-sync related configuration categories.	[]
10	Data necessary for RBE V2 to operate independently	Application package, database export, configuration templates, known cron/API/setup notes and operational data needed for the delivered copy to operate independently once correctly installed and configured by RBE and/or its appointed developer.	[]
11	Technical documentation	Reasonably available technical documentation, configuration notes, setup notes, environment notes, scheduled task notes, API/integration category notes and handover checklist information relating specifically to the current RBE V2 operating package.	[]

Important note on API tokens and live secrets

Live secrets, live API keys, server passwords, MY.TOWN admin credentials and private tokens will be removed or replaced with placeholders. RBE must obtain and manage its own new Flecto API token directly with Flecto for its new environment.



B. Technical documentation definition

For purposes of the handover, "technical documentation" means reasonably available technical documentation, configuration notes, setup notes, environment notes, scheduled task notes, API/integration category notes and handover checklist information relating specifically to the current RBE V2 operating package.

It does not include the creation of new full enterprise documentation, training manuals, developer training, migration services, troubleshooting, reverse engineering, custom development, or support of RBE's new hosting environment.

C. Exclusions and RBE responsibility

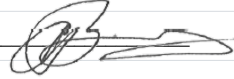
- live secrets, live API tokens, server passwords or private credentials;
- MY.TOWN internal admin credentials or internal tools;
- unrelated MY.TOWN client data or unrelated MY.TOWN databases;
- future MY.POWER versions, Flecto Sense source/product rights, future modules or future roadmap;
- custom new documentation created from scratch;
- training, migration or installation on RBE's new server;
- troubleshooting RBE's new server or appointed developer's environment;
- DNS, SSL, email, cron setup on RBE's server, Flecto token setup, security hardening or backup setup;
- any guarantee that RBE's new server will successfully run the package after handover.

D. Delivery and acceptance rule

Completion of the handover checklist confirms delivery and receipt of the agreed handover package. It does not confirm that RBE's new server has been successfully installed, configured, migrated, tested, secured or placed into production.

RBE and/or its appointed developer may use this checklist to confirm receipt of the files, database export, configuration templates, setup notes, cron notes, API/integration category notes, technical documentation and environment notes. This confirmation shall not convert the handover into a migration service or successful deployment obligation.

E. Acknowledgement of receipt

For MY.TOWN	For RBE
Name: _____	Name: <u>Rudi Bezuidenhout</u>
Signature: _____	Signature: 
Date: _____	Date: <u>18/08/2026</u>