PRIVATE
BUYERS

OPERATING STANDARD

Document Control And Review Register

This register keeps the document archive from becoming a loose folder. It sets the rule for when a document is current, who approves changes, what must be checked before publication, and how superseded versions are handled.

VERSION	2026-07-02
STATUS	Document control standard
OWNER	Private Buyers
USE	Operational document; not legal, valuation, tax, lending, building, or financial advice

Prepared for Private Buyers operational use on 2 July 2026. Review before material platform expansion, paid marketing scale-up, formal investor onboarding, or legal-structure changes.

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OPERATING STANDARD · 01

Current Document Standard

A Private Buyers operating document needs a clear title, version date, owner-facing or internal status, contact point, and a practical statement of what the document does and does not do.

The website archive links to the current approved PDF only. HTML source files can exist as build artifacts, but the public archive must not invite visitors into editable or third-party PDF-filler style views. Superseded PDFs can remain in storage for audit history but must not be promoted as the current public version.

- Current files live in the website document archive and assets/docs folder.
- PDFs must render without browser print margins where the design requires full-bleed pages.
- HTML build outputs and final PDFs must use the approved transparent logo set and the same visual system.

OPERATING STANDARD · 02

Review Triggers

Review documents before major marketing campaigns, investor onboarding, new data collection flows, new lead sources, or a material change to the Private Buyers workflow.

Review privacy, marketing, advertising, and agency-boundary documents when relevant New Zealand rules, official guidance, platform policies, or business practices change.

- Review before broad Meta, Google, or email lead generation.
- Review before expanding beyond private enquiry and first-pass investor review.
- Review if owner information is shared with a new provider, platform, investor group, or offshore service.

OPERATING STANDARD · 03

Approval Before Publishing

Before a document goes live, check the wording against the actual process. Do not publish a claim, response timeframe, unsubscribe promise, privacy practice, or investor-sharing rule unless the business can actually follow it.

Where a document touches legal, privacy, tax, lending, valuation, or real estate agency boundaries, treat it as an operational draft until specialist advice confirms the model is acceptable.

- Confirm the correct logo, version date, contact email, and archive link.
- Confirm the document is not making an offer, valuation, agency, legal, financial, or guaranteed-buyer promise.
- Record the publication date and the reason for the update.

OPERATING STANDARD · 04

Retiring Or Correcting Documents

If a document is wrong, stale, or replaced, remove it from prominent website links and generate a corrected version. If the wrong version has been sent to an owner, investor, or adviser, decide whether a short correction notice is needed and record that decision.

Keep a minimal history of important versions so Private Buyers can explain what wording was live at a given time if a dispute, access request, or complaint arises.

- Do not silently keep outdated owner-facing documents in active email templates.
- Do not let PDF filenames and website wording drift apart.
- Treat correction records as potentially sensitive business records.