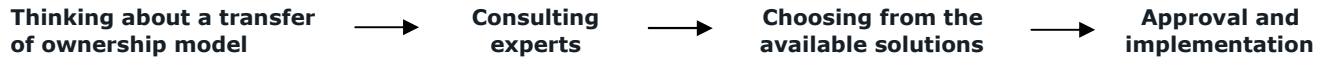


**The steps in the process of the transfer of ownership are generally the following:**



For each of the steps of the process, you should make a list of elements or activities to complete and their respective timelines.

Be as precise and detailed as possible.

Next, note down what you have already accomplished up to this point. What is completed? What is left to be completed?

Process Steps	Plan Elements ( <i>examples</i> )	Timeline	Completed	To Complete	Person Responsible
<b>Thinking about a transfer of ownership model</b>	<ol style="list-style-type: none"> <li>1. Think about and discuss the terms of dividing ownership</li> </ol>				
<b>Consulting experts</b>	<ol style="list-style-type: none"> <li>1. Financial diagnostic and establishing the company's value</li> <li>2. Choosing, with the owner-manager, a transfer model</li> <li>3. Reviewing tax strategies</li> <li>4. Developing a financing package</li> </ol>				
<b>Choosing from the available solutions</b>	<ol style="list-style-type: none"> <li>1. Review of various scenarios with the team of experts and make a choice</li> <li>2. Negotiate financing</li> </ol>				
<b>Approval and implementation</b>	<ol style="list-style-type: none"> <li>1. Put required structures in place: create companies, share classes, contracts, agreements, etc.</li> <li>2. Finalize financing</li> <li>3. Effective transfer of ownership</li> </ol>				