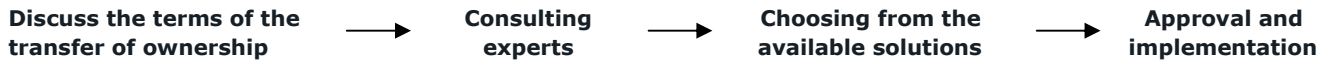


The steps in the process of the transfer of ownership are generally the following:



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	Elements of the plan (<i>examples</i>)	Timeline	Completed	To Complete	Person Responsible
<i>Discuss the terms of the transfer of ownership</i>	<ol style="list-style-type: none"> 1. Clarify the expectations on both sides: the members of the future team and the owner-manager 2. Discuss with members of the family 				
<i>Consulting experts</i>	<ol style="list-style-type: none"> 1. Financial diagnostic and establishing the company's value 2. Review tax strategies 3. Negotiate with the management team 4. Developing financing package 				
<i>Choosing from the available solutions</i>	<ol style="list-style-type: none"> 1. Review of various scenarios with the team of experts and make a choice 2. Negotiate financing 				
<i>Approval and implementation</i>	<ol style="list-style-type: none"> 1. Due diligence review 2. Put required structures in place: create companies, share classes, contracts, agreements, etc. 3. Finalize financing 4. Effective transfer of ownership 				