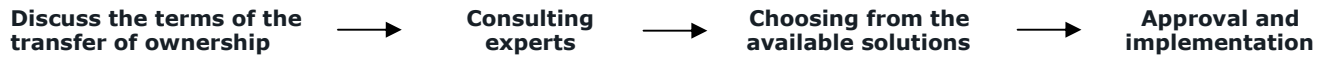


The steps in the process of the transfer of ownership are generally the following:



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
Discuss the terms of the transfer of ownership	<ol style="list-style-type: none"> 1. Discuss the terms of dividing ownership among the team members 2. Discuss with the owner-manager his intentions 				
Consulting experts	<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 				
Choosing from the available solutions	<ol style="list-style-type: none"> 1. Review of various scenarios with the team of experts and making a choice 2. Negotiate financing 				
Approval and implementation	<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 				