

FAMILY BUSINESS QUESTIONNAIRE

SECTION 1: THE BUSINESS

Please indicate your answer by placing a check mark in the relevant box that represents your view.

Know for
certain

Don't know/
not sure

- | | | |
|--|--------------------------|--------------------------|
| Q1: Is there a family member who has been identified as the next business leader? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q2: Is there a plan or process in place to develop the next generation? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q3: Is there a plan to fund the retirement of the senior generation? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q4: Does your business have a written strategic plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q5: Has this strategic plan been communicated to family members, staff and advisors? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q6: Have you formally assessed the business's capacity to fulfill your strategic plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q7: Is there a formal way to allocate duties and responsibilities within your organization (do you have job descriptions)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q8: Is there a formal process to review each person's contribution to the business (performance review)? | <input type="checkbox"/> | <input type="checkbox"/> |

Please give us your views on the following:

- Q9: What are you particularly proud of in your family business?

- Q10: What do you think is the key business area that you and your family need to address?

SECTION 2: THE OWNERSHIP

Please indicate your answer by placing a check mark in the relevant box that represents your view.

Know for
certain

Don't know/
not sure

Q11: Has it been agreed that your business will continue in family ownership?

Q12: Do you have any written plans regarding the transfer of ownership to the next generation?

Q13: Do you have a process for reviewing these plans on a regular basis?

Q14: Do you share this information with other family members, staff and advisors?

Q15: Is there a formal process for owners to cash in their interests?

Q16: Is there agreement about the possibility of extending ownership to non-family members?

Please give us your views on the following:

Q17: What do you think works well about family ownership in your business?

Q18: What is the one key area that you and your family need to work on regarding ownership?

SECTION 3: THE FAMILY

Please indicate your answer by placing a check mark in the relevant box that represents your view.

True

False

Q19: We agree that family members may work in the business only if they possess the appropriate qualifications or experience to fit the job requirement.

Q20: Pay and reward for family members is fair and open.

Q21: Communication between family members is good in this family.

Q22: We have a clear set of values that we work towards.

Q23: We invest in the development of the younger generation to help them assume greater responsibility.

Q24: Family members enjoy spending time together outside of the business.

Please give us your views on the following:

Q25: What is it about your family that you feel particularly proud of?

Q26: What do you think you and your family need to work on to be effective as a family?

Q27: We are interested in your feedback about how clear the questions were and whether there is anything missing that you think we should incorporate into this and future questionnaires.

Name

Company

Telephone

Email
