SKODA CAPITAL

PRIVATE PREPARATION

Owner worksheet

Write down your goal, cash needs and future role. Print these six questions and fill them in on paper. Mark missing facts “Unknown”.

Your name or company (optional): _____ Date: _____

01 Goal

What do I want to change? What must the firm keep doing well?

The change I want; what I must protect.

02 Money

Do I need personal cash, cash for the company or both? By when?

Money for me now; money for me later and its conditions; money for the company; fees, tax and debts still to check.

03 Rights

Which decisions do I want to keep or share?

Final shares after new shares are added; decisions needing both sides to agree; what happens if 50/50 owners disagree.

For your own planning. Not an offer, a valuation or professional advice.

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Work, other paths and the next fact

04 Work

What do I do now, and who could take it on?

Each task; my hours now and later; who could take over; their time and skills; total cost; how we hand over.

05 Other paths

What could I do while keeping ownership? What would make a partner a poor fit?

Keep ownership, hire a leader, plan a family handover or wait. What does each path solve? What stays open?

06 Next step

Compare one sale path with one path that keeps ownership.

What fact is missing? How can I check it? Should I investigate, change the plan, stop or discuss it?

Keep your completed worksheet private. Use it with your own advisers. No upload is required and no answers are collected by this worksheet.

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