Family Business Succession Checklist

25 questions. Sit with your family. Answer honestly. Your legacy depends on it.

SECTION A — Ownership & Legal Structure

- [ ] Is the business legally registered in a structure that allows transfer (LLP / Pvt Ltd)?
- [ ] Is there a registered partnership deed or shareholder agreement in place?
- [ ] Are all assets (land, equipment, vehicles) titled in the business name — not personal?
- [ ] Is there a Will that specifically addresses the business stake?
- [ ] Have you discussed what happens to the business if you are unable to work for 6 months?
- [ ] Is there a buy-sell agreement if there are multiple partners/shareholders?

SECTION B — The Next Generation

- [ ] Has a successor been identified — formally or informally?
- [ ] Does the successor know they are being considered?
- [ ] Has the successor worked in the business for at least 2 years in a real role?
- [ ] Does the successor understand the finances — not just the operations?
- [ ] Is there a sibling or family member who may contest the succession decision?
- [ ] Has a timeline been discussed — when does the transfer begin?

SECTION C — Financial Readiness

- [ ] Do you know the current valuation of the business?
- [ ] Are there outstanding loans or guarantees in your personal name?
- [ ] Does the successor have access to working capital if needed after transfer?
- [ ] Is there life insurance sufficient to cover business liabilities if you pass away?
- [ ] Are there pending tax disputes or notices that need resolution before transfer?
- [ ] Has a forensic review of the books been done in the last 3 years?
- [ ] Is the business profitable without you personally running daily operations?

SECTION D — Communication & Family Agreement

- [ ] Have all family members been told the succession plan?
- [ ] Is there agreement — or at least acceptance — from all stakeholders?
- [ ] Has a family council or advisory board been considered?
- [ ] Are there non-family members (key employees) who need to be retained during transition?
- [ ] Has a transition period been planned where both founder and successor run together?
- [ ] Has the founder planned what they will do after handing over (retirement / advisory)?

Your Succession Score

20–25 ticks — Succession Ready
Your business can transfer. Focus on documentation and timing. Book a Wealth Review to finalise the plan.

13–19 ticks — Partially Ready
You have started but gaps exist. The financial and legal gaps are the most urgent. Act in the next 6 months.

7–12 ticks — Foundation Needed
Succession without a foundation is inheritance conflict waiting to happen. Start with legal structure now.

0–6 ticks — Urgent Attention
Your business legacy is at risk. One health event, one dispute, and the business may not survive. Act now.

The honest truth about family business succession:

Most business families do not plan succession because it feels like planning for death.
It is not. It is planning for the survival of everything you built.
The businesses that last generations are the ones that planned 10 years early.
The ones that did not — they became legal disputes in the family court.