

**OWNER QUESTIONNAIRE
REGARDING SUCCESSION PLANNING**

1. When do you plan to step down as company CEO?
 five years 10 years never other

2. Do you have a succession plan?
 yes no

3. If you answered "yes" to No. 2, when was it last updated or revised?
 within the past year within the past three years never

4. If you have a succession plan, who was involved in its creation?
 board of directors other senior management other (please specify)

5. Have you already selected a successor CEO?
 yes no

6. If you answered "yes" to No. 5, do you plan to transfer ownership of the company to your successor?
 yes not yet never

7. If you answered "yes" to No. 6, would you plan to transfer ownership all at once or over time?
 all at once over three years over five years other

8. Which of the following criteria do you consider most important in a successor? Pick no more than five.

- Seniority
 - Knowledge of the business
 - Interpersonal skills
 - Leadership skills
 - Speaking skills
 - Integrity
 - Trust
 - Age
 - Public speaking
 - Common sense
 - Sense of humor
 - "Street smarts"
 - Intelligence
 - Education
 - Other (please specify)
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9. Have you discussed succession planning with your senior management?

- yes no

10. If you have not selected a successor, would you prefer that your successor be chosen from current management, or an outside selection?

- current management outside selection

11. Have you created a plan to transfer ownership among family members as part of your estate plan?

- yes no

12. If you answered "yes" to No. 11, would you still create a significant equity ownership position for your successor?

- yes no

13. If you answered "yes" to No. 12, have you developed a plan to accomplish this goal?

- yes no

14. If your lenders, vendors, suppliers, or customers have asked you about succession, what has been your typical response?

15. Have you planned for succession in an emergency?

yes no

16. Have you given equity to your children or spouse?

yes no

17. If you answered "yes" to No. 16, have you provided for what happens in the event of the donee's death or divorce?

yes no

18. If and when a successor is selected, what is the most important advice you would like to give him or her?

19. What is your strongest objection to developing an effective succession plan?

diversion of time cost I'm just not ready other

20. Have you unsuccessfully tried to develop a succession plan?

yes no

21. What were the main reasons that your earlier efforts did not succeed?
