



**Family Biz  
Solutions**

# **Family Business Governance Checklist**

## **Formal Business and Legal Compliance**

- Do we have a formal, legal shareholder agreement for the business?
- Do we maintain proper books of accounts for revenues, expenses, profits, and drawings?
- Do we maintain double books of accounts in the business?
- Do we have a formal business structure, such as a private limited company?
- Is the ownership pattern legally registered in Forms A and 29, or is it only orally specified?
- Are business assets held in personal names?
- Do family members use business assets or resources for personal use?

## **Business Family**

- Do we have our family mission, vision, and values defined, documented, and agreed upon?
- Do we align our family business with these principles?
- Do we provide orientation for the next generation?

## **Family Business Policies**

- Do we have a written and agreed-upon dividend policy?
- Do we have an employment policy for the next generation?
- Do we have a remuneration policy for working family members?
- Do business leaders encourage the next generation to pursue formal education in relevant disciplines?

## **Structures and Plans**

- Do we have a Family Council? Who chairs it, and how often does it meet?
- Does the owners' council meet regularly to discuss business performance? How many times did it meet last year?
- Do we have a formal family plan?
- Do we conduct regular management meetings?
- Do family issues disrupt the business environment?
- Do business or workplace issues affect family relationships?
- Do we have a formal Management Development Plan for family members?
- Who is included in the management development team?

This checklist is a diagnostic starting point. To convert it into a practical action plan, email [inquiries@familybiz.solutions](mailto:inquiries@familybiz.solutions) to schedule a no-obligation introductory meeting.