

PLANNING A SUCCESSFUL SUCCESSION (PASS) APPLICATION

Applicant Information

Business Name _____
Business Owner _____
Mailing Address _____
Email Address _____
Phone Numbers W o r k _____ Cell _____

Business Information

Year Business Began in Area: _____ Number of Employees: F/T _____ P/T _____
Industry or Type of Business: _____
Main Product or Service: _____
Business is a Supplier to Other Businesses: NO _____ YES _____ If Yes, How Many? _____
I am planning for a Business Succession Within: 1 Year _____ 2/3 Years _____ 4+ years _____
Explain what you have done so far in the Succession Planning process?

What are you planning to accomplish through this process?

I understand that the PASS program reimburses 50% of the below listed eligible expenses to a maximum of \$3,000.00.
All activities must be completed and receipts handed in to the Community Futures Cariboo Chilcotin office on or before Feb 28, 2021.

Signatures

I would like to be considered for the "Planning A Successful Succession (PASS)" Financial support. I have reviewed the "Planning A Successful Succession" Workbook.

Business Owner Date Business Owner Date

Complete then email or fax into the appropriate Community Futures Office

What eligible expenses do you plan to incur for your succession plan?

Eligible Expenses	Service Provider	Expected Cost (Excluding PST& GST)
Consulting fees to develop a succession plan (accountant, lawyer or consultant)		
Fees for financial and taxation advice in regards to succession planning (accountant or lawyer)		
Marketing and Advertising costs : preparing a marketing package, sales material and content development, printing costs, online profile (website), listings for advertising, Facebook campaign		
Accounting fees to prepare the financial statements for sale: personal and business asset allocations, exclude more personal expenses, shareholder loan clean up		
Business Evaluation – price determination		
Property appraisal		
Sales mediation process		
Business staging expenses		
Business for sale networking expenses - tradeshow		
Other sales preparation costs (excluding closing costs):		
Total		\$

Office use only:

Approved: Date: _____

Application number # _____

Community Futures Cariboo Chilcotin
assigned By CF Cariboo Chilcotin



Planning A Successful Succession
is funded in part by the Province of BC



