

# KEY PERSON & SHAREHOLDER LOSS PLANNING TEMPLATE

For Small to Medium Kiwi Businesses – 2025

## 1. BUSINESS DETAILS

<b>Business Name</b>	
<b>Industry</b>	
<b>Company Structure</b>	<i>(Sole Trader / Partnership / Limited Company)</i>
<b>Names of Key People</b>	<i>(Owners, Directors, Key Stakeholders, Key People affecting business income most)</i>

## 2. IDENTIFYING KEY PEOPLE

<b>Name</b>	<b>Role</b>	<b>Key Responsibilities</b>	<b>Impact on Business</b>

## 3. RISK ASSESSMENT

<b>Scenario</b>	<b>Potential Impact</b>	<b>Mitigation Plan</b>
Serious illness or disability		
Death		
Resignation or retirement		

## 4. INSURANCE COVER

Type of Cover	Purpose	Coverage Amount	Insurer Details
Key Person Cover	Covers lost revenue, recruitment costs		
Shareholder Protection	Funds buyout of shares		
Business Debt Protection	Covers outstanding business loans		
Income Protection	Maintains cash flow during disruption		

## 5. SHAREHOLDER AGREEMENTS & EXIT STRATEGY

Agreement Type	In Place? (Yes/No)	Last Updated	Next Review Date
Buy-Sell Agreement			
Valuation Method			
Share Buyout Funding Method			

## 6. SUCCESSION & BUSINESS CONTINUITY PLAN

Plan Component	Details
Interim Management Plan	<i>(Who takes over responsibilities?)</i>
Leadership & Training	<i>(Plan to train successors)</i>
Communication Strategy	<i>(How to inform staff, clients, suppliers)</i>

## 7. LEGAL & FINANCIAL REVIEW

Reviewed By	Date	Next Review Date
Legal Advisor		
Financial Advisor		

## 8. ACTION PLAN & NEXT STEPS

Task	Responsible Person	Deadline
Review insurance policies		
Update shareholder agreements		
Conduct business valuation		
Appoint interim leadership		
Schedule annual review		

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