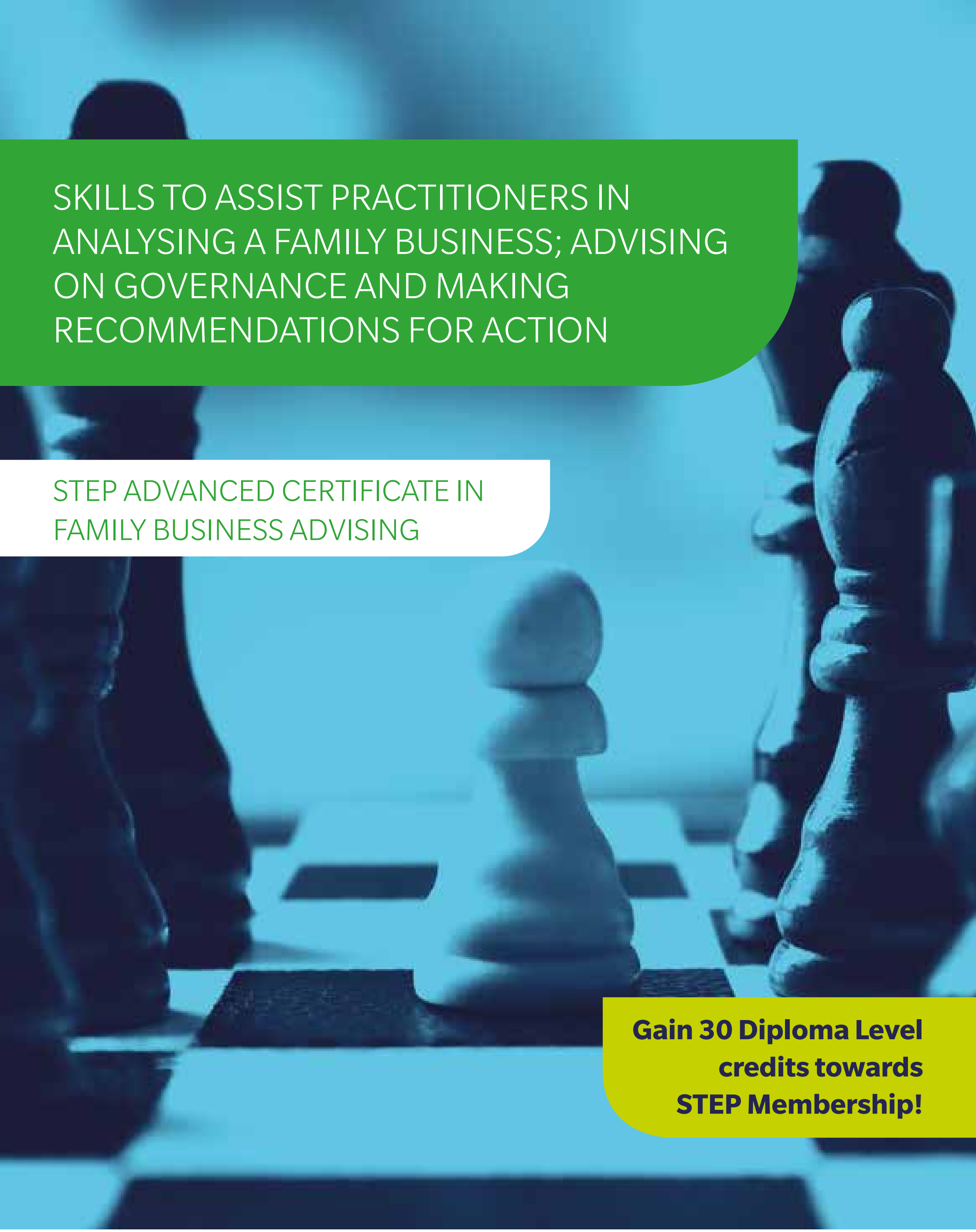

SKILLS TO ASSIST PRACTITIONERS IN ANALYSING A FAMILY BUSINESS; ADVISING ON GOVERNANCE AND MAKING RECOMMENDATIONS FOR ACTION

STEP ADVANCED CERTIFICATE IN FAMILY BUSINESS ADVISING

Gain 30 Diploma Level credits towards STEP Membership!

CLT International
Wilmington Risk & Compliance

www.step.org/FBA

STEP
ADVISING FAMILIES ACROSS GENERATIONS

This Advanced Certificate covers key aspects of family business systems, providing you with a deeper understanding of the best practices essential to working with a family business, from the first meeting with the client, setting agendas and planning, to structuring the business and identifying and managing issues within the family.

Much of the work STEP members do focuses on advising family businesses with wealth structuring and succession planning issues. This Advanced Certificate aims to enhance this advisory capacity, for both STEP members and other professionals, by helping advisors build the complex mix of competences required to offer an effective and wide-ranging service to the family enterprise.

The **STEP Advanced Certificate In Family Business Advising** will provide you with an understanding of both simple family enterprises as well as more complex multigenerational families.

This course has been written by Ken McCracken, Head of Family Business Consulting at KPMG LLP and Amy Renkert-Thomas, of Renkert Thomas Consulting LLC.

KEY LEARNING OUTCOMES

30
STEP Diploma Level credits gained on completion!

On completing the Advanced Certificate, you will be able to:

1. Understand the complexities of the family business context
2. Analyse the family business, including governance issues and sources of conflict
3. Assess the needs of the family enterprise and make recommendations for action
4. Apply a range of proven tools to help the family business achieve its objectives
5. Demonstrate the skills and knowledge expected of a competent family enterprise advisor operating from within the bounds of their own profession of origin

BUSINESS OUTCOMES

On completing the Advanced Certificate, you and your firm will be able to:

- Introduce or enhance a family business expertise within your firm
- Apply your learning to practice in real time as the course progresses
- Identify business opportunities, local or international, in what is currently an immature market
- Access a wider business and professional community of practice
- Enhance your capabilities within your "profession of origin" skill set
- Gain enhanced credibility with prospective clients

QUALIFICATION STRUCTURE AND ASSESSMENT

This Advanced Certificate is delivered through a blend of distance learning and a two-day workshop. To gain the Certificate, you will need to attend the workshop and pass the end of course assignment.

We recommend that delegates review the course materials prior to attending the two-day workshop. However, the majority of study will take place during and following the workshops and we recommend that delegates spend four to six hours per week preparing the assignment. The certificate will take four months to complete, from enrolling to submitting the assignment.

The course manual and workshop cover the following topics:

- The family business market
- Family business due diligence
- Introduction to family business systems
- Planning for the predictable as a family enterprise becomes more complex
- Ownership governance
- Family governance
- Corporate governance
- Succession planning
- Next generation development and helping the senior generation to let go
- Understanding and managing conflict in family businesses
- Documenting the family business strategy – family constitutions
- Developing expertise in family business

ROUTE TO MEMBERSHIP

This Advanced Certificate will provide you with 30 Diploma Level (DL) credits towards STEP membership, under our Qualifications and Membership Framework (QMF). Gain just 30 more DL credits to become a STEP Technician. To find out more about STEP membership visit **www.step.org/qmf**

ENTRY ADVICE

Applicants should have experience of working with a family enterprise, as well as being qualified as one of the following: lawyer, accountant, financial planner, private banker, wealth manager, family office executive or family enterprise executive. Provided this is the case, this qualification can be taken at any stage of your career.

Graduates of this Advanced Certificate will have exclusive access to the STEP Advanced Certificate in Family Business Advising LinkedIn Group allowing members to exchange information and build collaborative relationships with those working in, or looking to improve their understanding of the family business practice.

COST & HOW TO APPLY

The course fee for this Advanced Certificate is GBP £2,250 + UK VAT (if applicable)

Full STEP Members GBP £2,095 + UK VAT (if applicable)

To register fill in the attached enrolment form, or visit **www.step.org/FBA**

This fee includes:

- A bespoke hard copy course manual
- Distance learning support
- A two-day face-to-face workshop
- Assessment fees

WE ARE STEP

STEP is the worldwide professional association for practitioners dealing with family inheritance and succession planning.

Full STEP members (TEPs) are the most experienced and senior practitioners in the field of trusts and estates. STEP membership is considered a mark of excellence and our high professional standards are recognised internationally.

Our members have a broad range of professional backgrounds, including accountants, lawyers, trust specialists and other similar practitioners who work in trusts and estates. Once you are a member of STEP you can connect and network with other members across a range of specialisms around the world.

There are three levels of STEP membership:

- Affiliate (60 Entry Level credits required)
- Technician (60 Diploma Level credits required)
- Full (120 Diploma Level credits plus relevant experience at practice level required)

To begin on any route to STEP membership, you will need 60 Entry Level credits, which can be made up of prior work experience and qualifications.

Find out more at www.step.org/qmf

CLT INTERNATIONAL

CLT International is the exclusive course provider for this Advanced Certificate, the STEP Diploma in International Trust Management and regional STEP Diploma and Advanced Certificate programmes across the globe.

CLT International has a wealth of experience in providing high quality, certificated, professional training programmes to delegates around the world.

For questions on qualifications email cltinternational@centlaw.com

www.step.org/FBA

STEP ADVANCED CERTIFICATE IN FAMILY BUSINESS ADVISING

STEP ADVISING FAMILIES ACROSS GENERATIONS

CLT International Wilmington Risk & Compliance

Enrolment Form: Please complete in BLOCK CAPITALS

www.cltint.com/stepcertfamilybusiness

In order to enrol on this course you must have obtained 60 Entry Level credits or currently be a STEP Member. See www.cltint.com/stepentrylevel for information.

1. Personal and Professional Details

CLTI Candidate Number (if applicable):

STEP Membership No. (if applicable): ☐☐☐☐☐☐

Title (e.g. Mr/Mrs):

First Name(s):

Family Name(s):

Current Job Title:

Date of Birth (optional): D D M M Y Y Y Y

Gender: ☐ Male ☐ Female

Address:

Town: City:

Country:

Postcode:

Telephone Number Daytime:

Telephone Number Evening:

Email (compulsory):

Dietary Requirements:

Disability Requirements:

Special Conditions

For details of how to make a special requirements application for the examination please contact us. Applications must be made at least 6 weeks prior to the examination.

Employer Details

Employer:

Employer Address:

Town: City:

Country:

Postcode:

Employer Contact Name:

Employer Contact Job Title:

Employer Contact Email:

Employer Contact Telephone No:

Do you want your employer to know that you are taking this course?

☐ Yes ☐ No

Course materials to be delivered to:

☐ Home Address ☐ Employer Address

(please note that all course materials are sent via courier and will need to be signed for)

2. Education/Qualifications

Please indicate your educational and professional qualifications (if any):

3. Employment Sector

If you are employed please select the description that best suits your current role:

- ☐ Academic
- ☐ Accountant
- ☐ Banker
- ☐ Barrister
- ☐ Client Relations/Marketing/Sales
- ☐ Compliance Officer/Manager
- ☐ Corporate Administrator
- ☐ Estate Planner
- ☐ Financial Planner
- ☐ Fund Administrator/Manager
- ☐ HR
- ☐ Insurance Advisor
- ☐ Judge
- ☐ Lawyer (Partner level)
- ☐ Lawyer/Solicitor/Attorney
- ☐ Legal Assistant/Paralegal
- ☐ Legal Executive
- ☐ Notary
- ☐ Probate Executive
- ☐ Secretarial/Administration
- ☐ Tax Advisor
- ☐ Trust Manager (Senior)
- ☐ Trust Officer/Trust Administrator
- ☐ Trustee/Fiduciary
- ☐ Wealth Management
- ☐ Will Writer
- ☐ None of the above

Nature of duties:

4. Specialism(s) of interest

Please select the area(s) of specialisation which are of interest to you (choose as many as are relevant):

- ☐ Accounting
- ☐ Agricultural Property
- ☐ Anti-Money Laundering
- ☐ Banking Law
- ☐ Charities – Formation and Administration
- ☐ Compliance
- ☐ Contentious Trusts/Estates
- ☐ Corporate Administration/Management
- ☐ Cross-Border Estates
- ☐ Elderly Client
- ☐ Estate Administration
- ☐ Estate Planning
- ☐ Executorship and Probate
- ☐ Family Business
- ☐ Family Law
- ☐ Financial Services
- ☐ Foundations
- ☐ Hedge Funds
- ☐ Insurance
- ☐ Investments
- ☐ Mediation
- ☐ Mental Capacity
- ☐ Pensions Law
- ☐ Personal Skills
- ☐ Philanthropy
- ☐ Private Equity and Property Funds
- ☐ Retail Funds
- ☐ Succession and Probate
- ☐ Tax Investigations
- ☐ Taxation – Corporate
- ☐ Taxation – International
- ☐ Taxation – Personal
- ☐ Trust Accounting
- ☐ Trust Creation/Administration
- ☐ Wealth Planning
- ☐ Will Preparation

5. Course Selection

Please indicate where you would like to take the course:

Distance learning course, workshops and assessment

☐ London – **£2,250** (+UK VAT) ☐ Miami – **US$ 3,000**
☐ Switzerland – **CHF 2,600**

STEP member discounted rate

☐ London – **£2,095** (+UK VAT) ☐ Miami – **US$ 2,795**
☐ Switzerland – **CHF 2,415**

(Please note that the course fee does not include the annual STEP membership fee)
Please indicate your chosen exam date (for available dates see www.cltint.com/stepcertfamilybusinesslocation):

Month Year

6. Payment Method

Please indicate whether you are self-funding or your employer is paying the fee (note that your distance learning material will not be dispatched until payment is received if you are self-funding):

☐ Self-funding ☐ Employer is paying

Employer signature if paying the course fee:

Please tick the appropriate box

☐ Please invoice me at my home address

☐ Please invoice my employer

Please ensure all fields below are completed

Invoice contact name:

Invoice telephone number:

Employer VAT number:

☐ I authorise you to debit my Credit Card

Card Type: ☐ Master Card ☐ Visa ☐ Visa Debit

Name of Cardholder:

Credit Card Number:

Security Code: Card Expiry Date:

Issuing Bank:

Payment Amount: £

Signature of Cardholder:

Date: D D M M Y Y Y Y

☐ I enclose a cheque/bankers draft made payable to CLT International

☐ I have made an electronic bank transfer to:
Account Name: Wilmington Shared Services Ltd
Receipts Bank: Barclays Bank PLC
Sort Code: 202062
Account No: 63867870
Bank Swift: BARCGB22

Please supply a remittance advice with payments quoting the invoice number. All cheque payments to be made payable to Wilmington Shared Services Ltd and sent to Accounts receivable, 6–16 Underwood Street, London N1 7JQ, United Kingdom

7. Signature of Applicant

By signing this document, you confirm that you have read, understood, and agree to the terms and conditions of enrolment. These terms and conditions can be found at www.cltint.com/stepcertfamilybusinessbrochure

Signature of Applicant:

Date: D D M M Y Y Y Y

8. Data Protection

The information you have provided will be used by CLT International, STEP and its branches, or approved agents for administrative, membership and educational purposes or as required by law.
From time to time CLT International may pass your name and address to third parties to enable them to send you information about products and services approved by CLT International. If you do not want to receive hard copy mailings from third parties, please let us know by ticking the box.

I do not wish to receive hard copy mailings from third parties approved by CLT International relating to beneficial products and services. ☐

CLT International will not share your email address with third parties without your express permission.

9. How did you hear about the course

☐ STEP Website ☐ STEP Journal
☐ CLT Website ☐ Social Media
☐ Colleague/Employer ☐ Industry Event
☐ STEP E-Newsletter ☐ STEP Event
☐ STEP Email ☐ Mailshot
☐ CLT Email
☐ Industry Publication (Please specify)
☐ Other (Please specify)

10. STEP Application

(Do NOT complete this section if you are already a STEP member)

1. STEP will be notified of your enrolment within one month and your welcome e-mail from STEP Worldwide will be sent to you within 6 weeks.

   Please note that it is mandatory to maintain your STEP membership whilst you are studying a STEP Certificate or Diploma and you will be invoiced by STEP for your annual fees.

   For further details regarding membership categories, please visit www.step.org/categories

2. Please indicate below the STEP Branch you wish to join:

(before completing this section, please refer to www.step.org/branches-chapters for STEP branch details)

Please note that all members of STEP must comply with the Code of Professional Conduct.

This can be found by visiting www.step.org/professional-standards

To return this form

By Post:
CLT International
Wrens Court, 52/54 Victoria Road
Sutton Coldfield, Birmingham
B72 1SX, England

By Fax: +44 (0) 121 362 75 10
By Email: cltinternational@centlaw.com

CLT International
Wilmington Risk & Compliance

STEP
ADVISING FAMILIES ACROSS GENERATIONS

OFFICE