

Family Constitution

To create a Family Constitution document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

Family information

- The family name.
- Confirm how the family is defined:
 - lineal descendants and blood relatives only; or
 - family members related by blood, marriage, adoption, step relationship or fostering.
- Age at which family members will be required to participate in all of the family governance processes.
- Details of each family member:
 - name.
 - email address (optional: only if family wants to list these).
 - family branch they belong to.
- Contact details of any key external party contacts (e.g. independent advisers) that the family wants to list in the Family Constitution.

Notes

Family businesses

- How many businesses the family has.
- If the family wishes to specify details of its businesses in the Family Constitution, the details of each business structure, such as:
 - company name and ACN.
 - trust name and trustee details.
 - partnership details.
 - individual sole trader details.
 - the business activity carried on by each structure.

Notes

Family values

- The Family Constitution will describe the family's goals, values and beliefs. You should have a discussion with the family about these important matters before you complete your order.

Notes

Governance

- The Family Constitution allows the family to set up certain governance structures. You should review the options available in the Cleardocs question and answer interface and discuss these with the family.

Notes

Family policies

- The Family Constitution allows the family to customise policies on a range of important matters such as investment, employment within the family business, entering and exiting the family group, and others. You should review the options available in the Cleardocs question and answer interface and discuss these with the family.

Signing

- The date that the family will sign the Family Constitution.

Notes
