



**Other Offices (Inside/Outside State):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)

**Location of Accounting and Corporate Books:** \_\_\_\_\_

**Accountant/Book keeper:** \_\_\_\_\_

Address: \_\_\_\_\_  
Phone# +1 ( ) \_\_\_\_\_ (H) and +1 ( ) \_\_\_\_\_ (W)  
+1 ( ) \_\_\_\_\_ (Fax) and +1 ( ) \_\_\_\_\_ (Other)  
E-Mail: \_\_\_\_\_

**Registered Agent:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_  
Phone# +1 ( ) \_\_\_\_\_ (H) and +1 ( ) \_\_\_\_\_ (W)  
+1 ( ) \_\_\_\_\_ (Fax) and +1 ( ) \_\_\_\_\_ (Other)  
E-Mail: \_\_\_\_\_

**Capitalization:**

**Total Capital:** \_\_\_\_\_

**Number of Shares:** \_\_\_\_\_

**Class of Shares:**

**Preferred:** \_\_\_\_\_

**Common:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Consideration:** \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Shareholders:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_  
Phone# +1 ( ) \_\_\_\_\_ (H) and +1 ( ) \_\_\_\_\_ (W)  
+1 ( ) \_\_\_\_\_ (Fax) and +1 ( ) \_\_\_\_\_ (Other)  
E-Mail: \_\_\_\_\_ Number of Shares: \_\_\_\_\_ Type of Shares \_\_\_\_\_

Name: \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_  
Phones #: +1 ( ) \_\_\_\_\_ (H) and +1 ( ) \_\_\_\_\_ (W)  
+1 ( ) \_\_\_\_\_ (Fax) and +1 ( ) \_\_\_\_\_ (Pg/Cell)  
E-Mail: \_\_\_\_\_ Number of Shares: \_\_\_\_\_ Type of Shares \_\_\_\_\_

(IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)

**Initial Director(s):** \_\_\_\_\_ **Number:** \_\_\_\_\_ **Initial Term of Office:** \_\_\_\_\_

Name: \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_

Phones #: +1 ( ) \_\_\_\_\_ (H) and +1 ( ) \_\_\_\_\_ (W)

+1 ( ) \_\_\_\_\_ (Fax) and +1 ( ) \_\_\_\_\_ (Pg/Cell)

E-Mail: \_\_\_\_\_

(IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)

**Officers:** **Term of Office:** \_\_\_\_\_

**President:**

Name: \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_

Phones #: +1 ( ) \_\_\_\_\_ (H) and +1 ( ) \_\_\_\_\_ (W)

+1 ( ) \_\_\_\_\_ (Fax) and +1 ( ) \_\_\_\_\_ (Pg/Cell)

E-Mail: \_\_\_\_\_

**Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vice President:**

Name: \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_

Phones #: +1 ( ) \_\_\_\_\_ (H) and +1 ( ) \_\_\_\_\_ (W)

+1 ( ) \_\_\_\_\_ (Fax) and +1 ( ) \_\_\_\_\_ (Pg/Cell)

E-Mail: \_\_\_\_\_

**Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Secretary:**

Name: \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_

Phones #: +1 ( ) \_\_\_\_\_ (H) and +1 ( ) \_\_\_\_\_ (W)

+1 ( ) \_\_\_\_\_ (Fax) and +1 ( ) \_\_\_\_\_ (Pg/Cell)

E-Mail: \_\_\_\_\_

**Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Treasurer:**

Name: \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_

Phones #: +1 ( ) \_\_\_\_\_ (H) and +1 ( ) \_\_\_\_\_ (W)

+1 ( ) \_\_\_\_\_ (Fax) and +1 ( ) \_\_\_\_\_ (Pg/Cell)

E-Mail: \_\_\_\_\_

**Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bylaws:**

**Adoption Procedure:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval by Shareholders:** Y/N\_\_ **Vote Required to Ratify:** \_\_\_\_\_

**Special Voting Requirements- Actions requiring a higher vote than required by statute (Amendments, etc.)**

**Directors vote:** \_\_\_\_\_

**Stockholders vote:** \_\_\_\_\_

**Amendments:**

Method of Amending: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval by Directors/Shareholders: \_\_\_\_\_  
Quorum and vote required to ratify: \_\_\_\_\_

Calendar/Fiscal Year: \_\_\_\_\_ (CIRCLE ONE AND CHOOSE A DATE)

Date of Annual Meeting: \_\_\_\_\_  
Location: \_\_\_\_\_

**Purpose of Corporation:**

1. General Purposes: \_\_\_\_\_  
\_\_\_\_\_

2. Specific Purposes and Powers: \_\_\_\_\_

3. Corporate Operations: \_\_\_\_\_ Y/N

- 1) Will the Corporation hire employees \_\_\_\_\_
- 2) Engage in Joint Ventures \_\_\_\_\_
- 3) Acquire other businesses \_\_\_\_\_
- 4) Aid Customers financially and operationally \_\_\_\_\_
  - a) Lend funds \_\_\_\_\_
  - b) Lease or lend property \_\_\_\_\_
  - c) Forgive debts \_\_\_\_\_
- 5) Grant licenses, franchises and rights in corporate assets \_\_\_\_\_
- 6) Manufacture and sell products \_\_\_\_\_
- 7) Engage in service operations \_\_\_\_\_

b. Property and Investments: \_\_\_\_\_

- 1) Will the Corporation: Buy, sell, and exchange Property \_\_\_\_\_
  - a) Real, personal, intangible \_\_\_\_\_
  - b) Patents, trademarks, inventions \_\_\_\_\_
  - c) Licenses, franchises \_\_\_\_\_
- 2) Build and construct offices, warehouses, plants \_\_\_\_\_
- 3) Mortgage, pledge and release property \_\_\_\_\_
- 4) Lease property, both real and personal \_\_\_\_\_

c. Financial Affairs: \_\_\_\_\_

- 1) Will the Corporation: Borrow money \_\_\_\_\_
  - a) Secured/Unsecured \_\_\_\_\_
  - b) Pledge/Mortgage corporate assets \_\_\_\_\_
  - c) Issue bonds. Debentures, commercial paper \_\_\_\_\_
- 2) Accept Property in payment of debts \_\_\_\_\_
- 3) Make contributions and loans \_\_\_\_\_
  - a) charitable purposes \_\_\_\_\_
  - b) To Employees \_\_\_\_\_
  - c) Customers \_\_\_\_\_

d. Indemnification of Directors/Officers: \_\_\_\_\_

- 1) What particular actions indemnified? Civil/Criminal \_\_\_\_\_
- 2) Provide Insurance to Directors/Officers \_\_\_\_\_