



CHECKLIST OF DOCUMENTS NEEDED TO ESTABLISH THE LEGAL EFFICACY OF A BUSINESS ENTITY

- 1. Current updated minutes.
- 2. Entity information summary (see samples for corporation limited liability company and limited partnership attached).
- 3. Certificate of Power and Authority documenting who is authorized to sign legal documents and checks.
- 4. Players List including the contact information for everyone who is involved in the business.
- 5. Corporate Bylaws, Partnership Agreement, or LLC accreditation.
- 6. Past three years income tax returns.
- 7. Past three years "year end" financial statements.
- 8. Integrity Agreement or comparable Alternative Dispute Resolution Agreement.
- 9. Confidentiality Agreement with Certificate of Resolution listing confidential information.
- 10. Indemnity Agreement for directors, officers, employees and agents who have executed the Integrity and Confidentiality Agreements.
- 11. Last three years annual report filings with the Corporation Commission.
- 12. Any business plans, mission statements, or other planning documentation for the entity.
- 13. Shares certificate register.

- 14. Schedule of assets owned by the business entity.
- 15. Statutory agent substantiation.
- 16. Any contracts, Employment Agreements, or other legal documents with third parties binding this business entity.
- 17. Any other legal documentation which affects the business entity.

For additional information: 602 252-5110

DISCLAIMER

The content of this report is general in nature and is meant to be used for informational purposes only. Due to possible changes in the law and interpretations of the law, in addition to the uniqueness of each individual's situation, this report should not be relied upon as an expression of legal advice. Before any action is taken by the reader, it is imperative that legal counsel or professional advisors be consulted.