

**R. ZEBULON LAW, ESQ**

A Professional Law Corporation

3070 Bristol Street, Suite 190

Costa Mesa, CA 92626

Telephone: 714-754-6610

Facsimile: 949-203-8533

**CORPORATE CHECKLIST**

Items for which formal corporate action should be reflected in Minutes:

**Company Name:** \_\_\_\_\_ **Fiscal Year End:** \_\_\_\_\_

**Present Officers:**

President:

Chief Financial Officer:

Secretary:

Others:

- 1.
- 2.

Present Directors:

- 1.
- 2.
- 3.

Present Shareholders:

- 1.
- 2.
- 3.

**Has There Been A Change Of Officer Or Director? (If Yes, Fill In Information Below, I.E. Effective Dates, New, Resigned Or Removed?)**

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**Has There Been A Change Of Shareholder? (If Yes, Fill In Information Below, I.E. Transfer, Additions Or Redemption Of Shares?)**

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**Has The Corporation Borrowed Any Money Or Made Any Loans To The Shareholders, Officers, Directors, Banks Or Any Other Lending Institutions? Explain:**

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**Has The Corporation Leased Any Property? Any Personal Property Over \$12,000 Annual? Explain:**

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**Has The Corporation Purchased Or Sold Any Real Property? Any Personal Property Over \$9,500? Explain:**

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**Did The Corporation Act As A Guarantor For The Obligation Of Any Person Or Entity? Explain**

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**Has There Been Any Changes Of Salaries, Bonuses Paid Or Payable To Each Officer, Director Or Shareholder Of The Corporation? Explain:**

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**Has There Been Any Dividends Paid Or Payable? Explain:**

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**Has The Corporation Secured New Disability Or Medical Insurance? New Life Insurance? Explain:**

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**Information Relating To The Dates And Amounts Of Contributions To Any Pension Or Profit Sharing Plans, And Other Employee Benefit Programs Established By The Corporation:**

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