

The Law Office of
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Please provide the answers to the following questions needed for drafting bylaws and minutes of the organizational meeting for your corporation. If you have questions please call my office. Once completed, you may fax them back to me or simply type the answers in the body of this document and attach it in a reply email.

1. Names of directors.
2. Location of the annual meeting.
3. List matters (special topics) you wish to discuss at the organizational meeting.
4. List the person to be elected into the following offices:
 - a. President
 - b. Vice President(s)
 - c. Secretary
 - d. Chief Financial Officer
5. Depository selected for funds of corporation.
6. Persons (offices) authorized to sign checks on corporate bank accounts
7. Accountant selected for corporation.
8. Accounting basis- 'cash' or 'accrual'.
9. Officers authorized to execute legal documents for corporation.
10. Address of corporation.
11. Person to represent corporation before Justice and Police Courts.