

NEW CORPORATION QUESTIONNAIRE

1. Client Name:

2. Date:

3. List three choices for name of corporation, in order of preference:

a.

b.

c.

4. Did you reserve a name for the corporation?

a. Yes

b. No

5. List states (other than California) in which business will be transacted:

a.

b.

6. List address of principal office of corporation:

Address

City, State, Zip

7. List California office address, if principal executive office is outside state:

Address

City, State, Zip

8. List any states other than California in which corporation will own property:

a.

b.

9. List details of proposed initial shareholders:

Name of shareholders:

Number of shares:

10. List name(s) and address(es) of incorporator(s):

a.	
	Name
	Address
	City, State, Zip
b.	
	Name
	Address
	City, State, Zip
c.	
	Name
	Address
	City, State, Zip
d.	
	Name
	Address
	City, State, Zip
e.	
	Name
	Address
	City, State, Zip

11. What is the primary business the corporation will be conducting?

--

12. List name and address of initial agent for service of process:

Name
Address
City, State, Zip

13. How many authorized directors should the new corporation have?

a. Fixed at	<input type="text"/>	or	<input type="text"/>
b. Maximum of	<input type="text"/>		
c. Minimum of	<input type="text"/>		
d. Initially	<input type="text"/>		

14. List names and addresses of initial directors:

a.	<input type="text"/>
	Name
	<input type="text"/>
	Address
	<input type="text"/>
	City, State, Zip
b.	<input type="text"/>
	Name
	<input type="text"/>
	Address
	<input type="text"/>
	City, State, Zip
c.	<input type="text"/>
	Name
	<input type="text"/>
	Address
	<input type="text"/>
	City, State, Zip

15. List names and addresses of initial officers:

a. Chief executive officer:

Address

City, State, Zip

b. President:

Address

City, State, Zip

c. Secretary:

Address

City, State, Zip

d. Chief financial officer:

Address

City, State, Zip

16. Should the corporation have the following committees?

a. Executive

b. Audit

c. Compensation

d. Other (specify)

17. Will there be any restrictions on transfer of shares?

a. Yes (attach explanation)

b. No

18. List name, address and account number of bank:

Account Number

Name of Institution

Address

City, State, Zip

19. List authorized signatories:

- a.
- b.
- c.

20. In what month should annual shareholder meetings be held?

21. In what month should regular board of directors meetings be held?

22. List name, address, and telephone number of corporation's accountant:

<input type="text"/>
Name
<input type="text"/>
Address
<input type="text"/>
City, State, Zip
<input type="text"/>
Telephone Number