

LEGAL CLEAN-UP CHECKLIST

This isn't an exhaustive list on which to base your corporate organization. Instead, use this checklist to ensure you are covering best practices and see which areas of your corporation require legal work.



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ARTICLES OF INCORPORATION



CONSTITUTION

Did a lawyer help you constitute the corporation?

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Has a lawyer ever taken a look at your constituting documents?

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Do you articles have annexes?



Annexes

Do you have a description of share capital in your articles?

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Do you have more than 6 different classes of shares?

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Do you have restrictions on the transfer of shares?



MINUTE BOOK

Do you have a minute book?

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Do you have initial resolutions?

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Do you have yearly resolutions?

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Have you regularly updated your book?

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Do you have a shareholders' ledger, officers' ledger, directors' ledger, securities registry and share certificates?



CONTRACTS

Do you have proper written contracts in your business?

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If yes, did a lawyer review the contracts or are they online templates?

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Do you have deals with your employees, contractors, suppliers...etc. that are not on paper?