

# Corporation and LLC Legal Maintenance Plan

## Comprehensive Legal Service

### Plan

We have a special plan to provide an important package of services to corporations and LLC's. In this plan, we will provide unlimited legal advice for minor matters\*, prepare your Annual Report, and prepare your annual minutes – all for \$300 each year (excluding the State filing fee).

### Why It Is Needed

Every corporation and LLC needs to file an Annual Report. If you fail to file an Annual Report, the corporation or LLC can be forcibly dissolved; this could be one reason for you to become personally liable for company debts.

Second, the corporations laws of all 50 states require that every corporation have an annual shareholders' meeting. The directors must also meet annually (both meetings can occur by unanimous written consent).

For Limited Liability Companies (LLC's), Members' meetings may or may not be required, depending on the Operating Agreement or Articles. Even if such meetings are not required, it is a best practice.

### Included Annual Services

Each year, we will:

1. Provide unlimited legal advice for minor matters\*
2. Prepare your shareholders' or LLC Members' minutes automatically
3. Prepare your directors' minutes
4. Prepare your domestic State Annual Report
5. Confirm good standing of the corporation

### Why Are Minutes Useful?

Besides for legal reasons, corporate minutes create a brief documentary record of important activities. Minutes also help people remember what was decided and why.

Examples of important activities:

- Signing a lease
- Selling a significant asset
- Changing banks or accountants
- Issuing or selling shares
- Opening new offices
- Qualifying in a foreign state
- Significant contracts
- Significant hiring or firing decisions
- Insurance policy changes
- Approving executive salaries
- Changing the registered agent

### Cost

\$300 per year (does not include Secretary of State filing fees). It will be billed each year.

### Benefits

You do not have to worry about this anymore. We will *automatically* do this every year, keeping the corporation or LLC in compliance with law. We will also answer minor legal questions throughout the year. This allows you to discuss, at low cost, as many minor matters as you want. This can help avert costly problems.

### Contact Us

Please visit our web site for more information on CorpLaw Associates, LLC. If we can help you or you would just like to talk to us, please call our office or send us an e-mail. References are available upon request.

We wish you the best of luck with your business!

Cordially,

*Charles B. Brown*

Charles B. Brown  
Principal

*“You were able to step in, assimilate an awful lot of information in a short time, assist leadership by clearly delineating our options, and then made sure our arrangements were legally sound.”*

– *Michael Knab*  
*President & CEO*  
*Gенера Knab & Co.*

**THIS PLAN PROVIDES FOR YEAR-ROUND SUPPORT FOR OUR CORPORATE CLIENTS AT A VERY EFFECTIVE COST**

*“CorpLaw Associates has large company legal expertise tailored to individual and unique opportunities of any size.”*

– *Ernie Watts, CEO*  
*The Reilly Company*

**For more information contact us at:**

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\* Minor matters are phone conversations or e-mail issues fully completed in 10-15 minutes and which do not require any follow-up.