

First Shareholders Meeting Checklist

The following information should be covered and documented in the minutes of the first shareholders meeting:

<input type="checkbox"/> Name of corporation
<input type="checkbox"/> Date of meeting
<input type="checkbox"/> Location of meeting
<input type="checkbox"/> Officers present at meeting
<input type="checkbox"/> Others present at meeting
<input type="checkbox"/> Calling of meeting to order and quorum present
<input type="checkbox"/> Shareholders present at meeting
<input type="checkbox"/> Shareholders represented by proxy at meeting
<input type="checkbox"/> Name of president acting at meeting
<input type="checkbox"/> Name of secretary acting at meeting
<input type="checkbox"/> Name of chairperson elected to preside over meeting
<input type="checkbox"/> Proper notification of meeting
<input type="checkbox"/> Notice sent and affidavit filed/or waivers filed
<input type="checkbox"/> Reading of minutes of first directors meeting
<input type="checkbox"/> Approval and ratification of minutes of first directors meeting
<input type="checkbox"/> Approval and ratification of election of officers and directors
<input type="checkbox"/> Approval and ratification of adoption of corporate bylaws

Any other business

Meeting adjourned

Dating and signing of minutes by secretary