

Sample List Of Customized Record Keeping Documents

1. Statement By Incorporator(S) Of Action Taken In Lieu Of Organizational Meeting Of Incorporator(S) And Subscriber(S)
2. Resignation Of Incorporator
3. Acceptance Of Office By Director
4. Certified Copy Of Certificate Of Incorporation
5. First Meeting Of Stockholders
6. Notice And Waiver Of Notice Of First Meeting Of Stockholders
7. Waiver Of Notice Of First Meeting Of Stockholders
8. Proxy - First Meeting Of Stockholders
9. First Meeting List Of Stockholders
10. Consent And Ratification By The Stockholders Of The Statement By Incorporator(S) Of Action Taken In Lieu Of Organizational Meeting Of Incorporator(S) And Subscriber(S)
11. Consent Of Stockholders To Sub Chapter "S" Election
12. Minutes Of First Meeting Of The Board Of Directors
13. Acceptance Of Office By Director
14. Employment Agreement
15. Confidential Information Agreement
16. Resignation Of Director
17. Notice And Waiver Of Notice Of First Meeting Of Board Of Directors
18. Board Of Directors' Resolution For Declaring The Corporation To Be An Irs Section 1244 Stock Corporation
19. Board Of Directors' Resolution For Declaring The Corporation To Be A Professional Corporation
20. Board Of Directors' Resolution For Declaring The Corporation To Be A Close Corporation
21. Board Of Directors' Resolution On Board Of Directors' Authority To Amend Bylaws
22. Board Of Directors' Resolution For Blanket Authority To Sell Corporate Property
23. Board Of Directors' Resolution For A Corporate Stock Option Plan
24. Board Of Directors' Resolution Authorizing President's Expense Account
25. Board Of Directors' Resolution Authorizing Vice-President's Expense Account
26. Board Of Directors' Resolution Authorizing Secretary's Expense Account
27. Board Of Directors' Resolution Authorizing Treasurer's Expense Account
28. Acceptance Of Office By Officer
29. Employment Agreement
30. Confidential Information Agreement
31. Board Of Directors' Resolution Authorizing President Or Vice-President To Execute Documents To Qualify As A Small Business Corporation Under Sub Chapter "S"
32. Board Of Directors' Resolution Stating Officers' Salaries
33. Board Of Directors' Resolution Calling For Repayment Of Salary Declared Unreasonable
34. Officers' Consent For Repayment Of Compensation Declared Unreasonable
35. Board Of Directors' Resolution Terminating Officers' Salaries
36. Board Of Directors' Resolution Authorizing Purchase Of Death Benefit Contract
37. President Report Of Death Benefit Contract Recommendations
38. Board Of Directors' Resolution For Setting Aside Shares Of Stock For A Stock Option Plan
39. Board Of Directors' Resolution Authorizing Loans To President
40. Board Of Directors' Resolution Authorizing Loans To Vice-President
41. Board Of Directors' Resolution Authorizing Loans To Secretary
42. Board Of Directors' Resolution Authorizing Loans To Treasurer
43. President's Report Of Loan Recommendations
44. Board Of Directors' Resolution Fixing Attendance Fees For Directors
45. Director(S) Resolution For Authority To Appoint Resident Agent
46. Letter Of Appointment Of Resident Agent
47. Resident Agent Service Contract
48. Certificate Of Acceptance Of Appointment By Resident Agent
49. Board Of Directors' Resolution For Initial Banking Accounts
50. Board Of Directors' Resolution For Borrowing Funds
51. Board Of Directors' Resolution On President's Authority To Make Purchases
52. Board Of Directors' Resolution For Leasing Corporate Offices
53. Board Of Directors' Resolution For Engaging New Accountant
54. Board Of Directors' Resolution For Appointment Of Attorneys
55. Board Of Directors' Resolution Stating Corporation's Dividend Policy
56. Board Of Directors' Resolution Skipping Dividends
57. Board Of Directors' Resolution Authorizing Adoption Of Corporate Cafeteria Plan
58. Corporate Cafeteria Plan Board Of Directors' Resolution
59. Authorizing Adoption Of Employee Medical Reimbursement Plan
60. Corporate Medical Reimbursement Plan Board Of Directors' Resolution
61. Authorizing Adoption Of Corporate Education Reimbursement Plan
62. Corporate Educational Reimbursement Plan
63. Board Of Directors' Resolution Authorizing Adoption Of Wage Continuation Plan
64. Board Of Directors' Resolution Authorizing Adoption Of Group Life Insurance Plan
65. Board Of Directors' Resolution Authorizing Split-Dollar Insurance Plan
66. Board Of Directors' Resolution Authorizing Educational Loan Plan
67. Board Of Directors' Resolution Authorizing Scholarship Aid Program
68. Board Of Directors' Resolution Authorizing Adoption Of Group Legal Services Plan
69. Board Of Directors' Resolution Authorizing Adoption Of Financial Counseling Plan
70. Directors' Resolution For Adopting Employees' Welfare Plan
71. Directors' Resolution For Approval Of Benefit Plan
72. Directors' Resolution For Adoption Of Profit-Sharing Plan
73. Directors' Resolution For Adoption Of Pension Plan
74. Directors' Resolution For Approval Of Stock Option Plan
75. By-Laws
76. Notice Of Annual Meeting Of Stockholders Of Annual Meeting Of Stockholders
77. Waiver Of Notice Of Annual Meeting Of Stockholders
78. Proxy - Annual Meeting Of Stockholders Annual Meeting List Of Stockholders
79. Consent Of Stockholders To Discontinue Using The Sub Chapter "S" Election
80. Acceptance Of Office By Director
81. Employment Agreement
82. Confidential Information Agreement
83. Resignation Of Director
84. Notice Of Annual Directors' Meeting
85. Minutes Of Annual Board Of Directors Meeting
86. Waiver Of Notice Of The Annual Meeting Of Board Of Directors
87. Board Of Directors' Resolution Authorizing President Or Vice-President To Execute Documents To No Longer Qualify As A Small Business Corporation Under Sub Chapter "S"
88. Notice Of Special Meeting Of Stockholders
89. Waiver Of Notice Of Special Meeting Of Stockholders
90. Proxy - Special Meeting Of Stockholders
91. Special Meeting List Of Stockholders
92. Minutes Of Special
93. Board Of Directors Meeting
94. Waiver Of Notice Of The Special Meeting Of Board Of Directors
95. Notice And Waiver Of Notice Of Special Meeting Of Board Of Directors