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**Checklist for the Organization and Start-Up  
of \_\_\_\_\_ Corporation**

**CHECKLIST FOR ORGANIZATION OF ^ABC INC.**

1. Reserve name with the Secretary of State.
2. Reserve or check availability of name in appropriate foreign jurisdictions, and file or check availability of name and any trade names, logos or other trade marks in appropriate state and federal copyright or trade mark offices.
3. Determine the following:
  - a. Names of incorporators,
  - b. Name of registered agent,
  - c. Location of registered office (which must be in state),
  - d. Capitalization and stock rights, including:
    - the number, classes and par value (if any) of all stock to be authorized and issued,
    - special rights or preferences for any class of stock,
    - any authority to be given to the board of directors to issue stock in series or determine rights and preferences in the future,
    - whether shares will have preemptive rights,
    - whether shares will have cumulative voting rights, and
    - whether to increase or decrease for certain matters the statutory two-thirds shareholder vote requirement,
  - e. Consideration to be received for the stock (whether cash, property or services and, in each case, how much or what),
  - f. Number and names of initial shareholders and the number of shares each will subscribe for,
  - g. Number and names of initial directors, and whether any special provisions (e.g., staggered terms, certain directors to be elected by certain shareholders) will apply to directors,
  - h. Offices (e.g., President, Vice President, Secretary, Treasurer to be established) and names of the initial officers,
  - i. Extent to which corporate indemnification will be provided to directors, officers, employees and/or others,
  - j. Estimate of the value of all property to be owned by the corporation in or out of state during the following year and estimate of the value of such property in State during the following year, and
  - k. Fiscal year of the Corporation.