



www.MRCLawCorp.com

YOUR NEW CALIFORNIA CORPORATION

Day 1

Retain Merhab Robinson & Clarkson (“MRC”)
 Supply 3 Names in order of preference for new Corporation
 Names are checked for availability

EXPEDITED PROCESS

Day 2-4

Articles are submitted online with Secretary of State for filing
 -filing fees \$105
 -timing approximately 3-4 business days

Day 4-12

MRC receives filed Articles, orders corporate book and opens Filejet portal if not opened during article filing; MRC calls you to set organizational meeting

Day 12-30

You meet with MRC attorney to organize the new corporation. All persons who are going to be shareholders and directors should attend this meeting. Have your CPA available by phone.

Day 30-45

MRC obtains Federal EIN; prepares action of incorporator, minutes of first organizational meeting, bylaws, indemnification agreements, investment intent letters

Day 2-4

Articles are submitted online with the Secretary of State for filing -
 If 23-hour expedite needed the state charges an additional \$350 plus \$105 filing fees
 -timing approximately 24 hours or 2-4 days

Day 4-6

MRC receives filed Articles, orders corporate book and opens Filejet portal; MRC calls you to set organizational meeting

Day 6-10

You meet with MRC attorney to organize the new corporation. All persons who are going to be shareholders and directors should attend this meeting. Have your CPA available by phone.

Day 10-15

MRC obtains Federal EIN; prepares action of incorporator, minutes of first organizational meeting, bylaws, indemnification agreement, investment intent letters.

Day 30-45

MRC files statement of information.
You open bank account and deposit capital
and inform MRC of date of deposit

Day 45-60

MRC files Subchapter S elections, if
applicable. MRC makes required securities
filing and issues stock to you. MRC sends
all organizational documents to you to sign
and return. MRC is retained by the
corporation for annual maintenance and
general business and corporate matters

Day 10-20

MRC files statement of information.
You open bank account and deposit capital
and inform MRC of date of deposit

Day 10-30

MRC files Subchapter S elections, if
applicable. MRC makes required securities
filing and issues stock to you. MRC sends
all organizational documents to you to sign
and return. MRC is retained by the
corporation for annual maintenance and
general business and corporate matters

COMPLETED DOCUMENTS YOU WILL RECEIVE FROM US

Articles of Incorporation
Action of Incorporator
Waiver of Notice of First Meeting of Directors
Minutes of First Organizational Meeting of Directors
Bylaws
Indemnification Agreements for all directors
Investment Intent letters for all shareholders
Completed stock ledger and issued stock certificates
Copy of completed Statement of Information filing
Copy of completed Department of Corporations' securities filing
If applicable, copy of the federal subchapter S filings
Post-incorporation letter, checklist and memorandum

CONGRATULATIONS!
YOU ARE NOW AN OPERATING CALIFORNIA CORPORATION

ANNUAL COMPLIANCE WITH CALIFORNIA LAW

MRC reviews your corporate status and prepares and sends you a checklist every year to complete and return to keep you in compliance with California law requiring all corporations to have, *at a minimum*, annual meetings of shareholders and directors

The Secretary of State will send directly to you a postcard reminder to make an annual online filing of your required Statement of Information. *Failure to file will result in the suspension of your Corporation.* Filejet will send a reminder of the need to make this required annual filing.

Call MRC with any questions concerning your annual maintenance requirements.

Merhab Robinson & Clarkson
Law Corporation
(714) 972-2333

Visit us on the web at <http://mrclawcorp.com>
Responsive-Reliable-Respected