



[www.MRCLawCorp.com](http://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 2-3

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 and corporate book and 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 incorporation, minutes of first organizational meeting, bylaws, indemnification agreement, investment intent letters

### Day 2-3

Articles are filed in person with Secretary of State for Filing on 24-hour Expedited Basis  
 -filing fees \$105+\$350.00 plus additional third party processing fees of approx \$145.00  
 -timing approximately 36-48 hours

### Day 3-6

MRC receives filed Articles and corporate book and 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.

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.

### **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.*

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