CT Corporation

Entity Compliance by Business Lifecycle

During each stage of a business entity's lifecycle, various events trigger important corporate compliance obligations. ACA and its preferred corporate compliance provider CT can help you keep your business in good standing with state and federal authorities.

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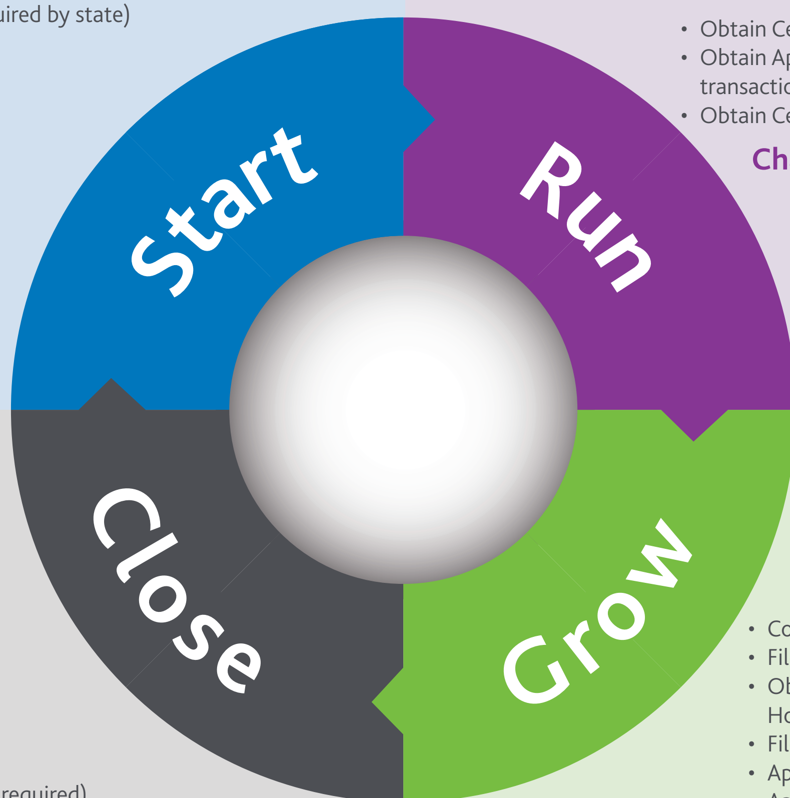
ACA INTERNATIONAL

This chart is not intended to provide legal advice or serve as a substitute for legal research to address specific situations.

Wolters Kluwer



Starting New Business - Forming New Entity?

- Conduct Name Availability Check
- File Name Reservation/Registration
- File Articles of Incorporation (Corp.) or Articles of Organization (LLC)
- Appoint Registered Agent
- Apply for Licenses and Bonds
- File Assumed Name or DBA Certificate
- File for Trademark Protection (if desirable)
- Apply for Employer identification Number (from IRS)
- Obtain State IDs
- Order Corporate Records Kit
- Domain Registration (if needed)
- Publication in newspaper (if required by state)

Complying with Ongoing Responsibilities?

- File Annual Report
- File and Pay Franchise Tax
- Renew Licenses and Bonds
- Renew Assumed Name or DBA Registration
- File Federal and State Tax Returns
- Independent Director and Corporate Staffing (if needed)

Changing Registered Agent?

- File Notice of Change of Registered Agent

Proving Corporate Existence for Business Transactions?

- Obtain Certificate of Good standing
- Obtain Apostille (if required for foreign country transactions)
- Obtain Certified Copy of Formation Documents

Changing Entity Structure?

- Conduct Name Availability Check (if changing name)
- File Name Reservation/Registration (Corp.) or Articles of Organization (LLC)
- File Application for Conversion (if changing entity type)

Expanding Business to Another State or Country? (Foreign Qualification)

- Conduct Name Availability Check
- File Name Reservation/Registration
- Obtain Certificate of Good Standing from Home State
- File Foreign Qualification/Registration
- Appoint Registered Agent in Foreign State
- Apply for Licenses and Bonds
- File Assumed Name or DBA Certificate
- Obtain State Tax IDs
- International Filing and Document Retrieval

Merging/Acquiring Another Business? (Survivor Filings)

- Conduct Name Availability Check
- File Name Reservation (if name is being changed)
- File Amendment of Assumed Name or DBA (if needed)
- File Foreign Qualification Documents (see above)
- File Evidence of Merger (in foreign states, if required)

Terminating Entity?

- File Notice of Intent to Dissolve (if required)
- Obtain Tax Clearance Letter (if required)
- File Articles of Dissolution
- File Withdrawal of Qualification/Registration AND/OR Evidence of Dissolution or Merger (for each foreign state)
- Cancel Licenses and Bonds
- Cancel Assumed Name or DBA Certificate
- File Evidence of Dissolution or Merger