



MARSHALL • SUZUKI LAW GROUP
150 Spear Street, Suite 725
San Francisco CA 94105

Internal Memorandum

To:
From:
Re:
Date:

Paperwork

Shareholder's resolution
Corporate resolution
Shareholder's agreement
Representation letter
Acknowledgment of receipt
Issuance of new stock certificate
Notice of transaction
Form D

Information

Names of all directors
Names of all officers
Names of all shareholders and their residence address
Names of all investors who purchase stock and their residence address
Number of shares of stock issued for each investor
Purchase price
Date of payment due
Method of payment (check, wire, cash, etc.)

Documentation

Articles of Incorporation
Bylaws
Stock transfer ledger and copies of stock certificates currently issued
Corporate resolutions re: election of directors/officers
File-stamped copy of Statement by Domestic Stock Corporation
Evidence of payment by investors

Estimate

Available upon obtaining necessary information