

Choose the Right Corporate Shield™ Service Plan to Protect You and Your Business

SERVICES PROVIDED	Plan Type	
	<u>BASIC</u>	<u>PREMIUM</u>
Review Corporation's existing Governing Documents to ensure that they are current, properly coordinated, and compliant with California law	✓	✓
Analyze and recommend actions needed to bring Governing Documents up-to-date and compliant with California law	✓	✓
Register as Corporation's Registered Agent and Registered Office with the CA Secretary of State	✓	✓
Prepare ownership certificates as required	✓	✓
Conduct Annual Legal Checkup meeting between Corporation and Law Office. (Attendance by corporate accountant highly recommended.)	✓	✓
Send periodic checklists and questionnaires to assist Corporation with annual updates, tax planning, retirement planning, end-of-fiscal-year planning, and other business planning matters	✓	✓
Conduct annual review of titling of corporate assets and provide assistance and advice regarding titling or transfer of assets into Corporation	✓	✓
Prepare and file periodic reports required by law and the CA Secretary of State	✓	✓
Respond to periodic requests for information from the CA Secretary of State	✓	✓
Cover CA Secretary of State filing fees up to \$25 per year	✓	✓
Maintain a duplicate copy of Corporation's Governing Documents, including ownership and transfer logs	✓	✓
Make minor changes and revisions to Governing Documents as required by changes in the law and at Corporation's request	1/yr	Up to 4/yr
Prepare Notices, Waivers, Minutes of Special Meetings, and Resolutions as required by law, the Governing Documents, or at Corporation's request	1/yr	Up to 4/yr
Conduct periodic educational workshops and seminars		✓
Provide notary services		✓



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The Corporate Shield™ Service does not include the following:

- ✘ Notices, Waivers, and Minutes of Meetings required to bring Corporation up-to-date and into compliance with applicable law and the Corporation's Governing Documents
- ✘ Filing and recording fees to return Corporation to good standing or to bring Corporation into compliance with applicable law
- ✘ Retitling and transfer of assets into Corporation and applicable conveyance fees
- ✘ Restatements or major changes to Governing Documents
- ✘ Accounting services or the preparation of any IRS (Internal Revenue Service), FTB (Franchise Tax Board), or other tax forms
- ✘ Legal fees associated with litigation, audits, dispute resolution, mediation or arbitration
- ✘ Representation to correct adverse consequences caused by Corporation's negligence, errors, omissions, inaction, or failure to respond in a timely manner
- ✘ Extraordinary research and analysis, detailed legal opinions, or other extraordinary services
- ✘ Bankruptcy, winding up, dissolution, merger, consolidation, or other major actions
- ✘ Leases, employment agreements, sales or purchase agreements, shareholder buy-sell agreements, or other major corporate agreements
- ✘ Corporate appraisal fees
- ✘ Attorney conferences more than once per year
- ✘ Attorney conferences for non-corporate matters



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