

**BIVINS & HEMENWAY, P.A.**

**CORPORATE SERVICING QUESTIONNAIRE**

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Contact Information

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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Current Shareholders

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach pages for additional Shareholders)

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Elections

Officers

President: \_\_\_\_\_  
Vice President: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_  
Other (specify): \_\_\_\_\_

Directors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach pages for additional Officers or Directors)

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**(Continued on Reverse)**

**DID YOUR CORPORATION EXPERIENCE OR UNDERTAKE ANY OF THE FOLLOWING?**

	<u>Yes</u>	<u>No</u>
Resignation of an officer or director?	___	___
Removal of an officer or director?	___	___
Elect an interim officer or director to fill a vacancy?	___	___
Change the number of authorized or issued shares of stock?	___	___
Authorize a transfer of shares or experience a change of stock ownership?	___	___
Change the location of the principal or registered office?	___	___
Change the registered agent or registered address of the corporation?	___	___
Change the name of the corporation?	___	___
Adopt or amend bylaws?	___	___
Declare dividends or distributions?	___	___
Enter into a transaction with an officer, director, or employee?	___	___
Purchase, sell, or lease capital (long term) assets except in the ordinary course of business?	___	___
Establish or change dates of regular meetings of stockholders and directors?	___	___
Establish a subsidiary or enter into any merger, acquisition, or other reorganization, recapitalization, or change in stockholders' rights?	___	___
Sell, lease, exchange, or dispose of all or substantially all of the corporation's assets?	___	___
Voluntary or administrative dissolution or reinstatement of the corporation?	___	___

If any of the above happened in the past year or are contemplated for the current year, please call our office to discuss the particulars so that we may advise you of the necessary corporate actions and approval.

*Return by mail to Bivins & Hemenway, P.A., 1060 Bloomingdale Avenue, Valrico, Florida 33596; by facsimile to 813-643-4904; or e-mail to [info@brandonbusinesslaw.com](mailto:info@brandonbusinesslaw.com).*