

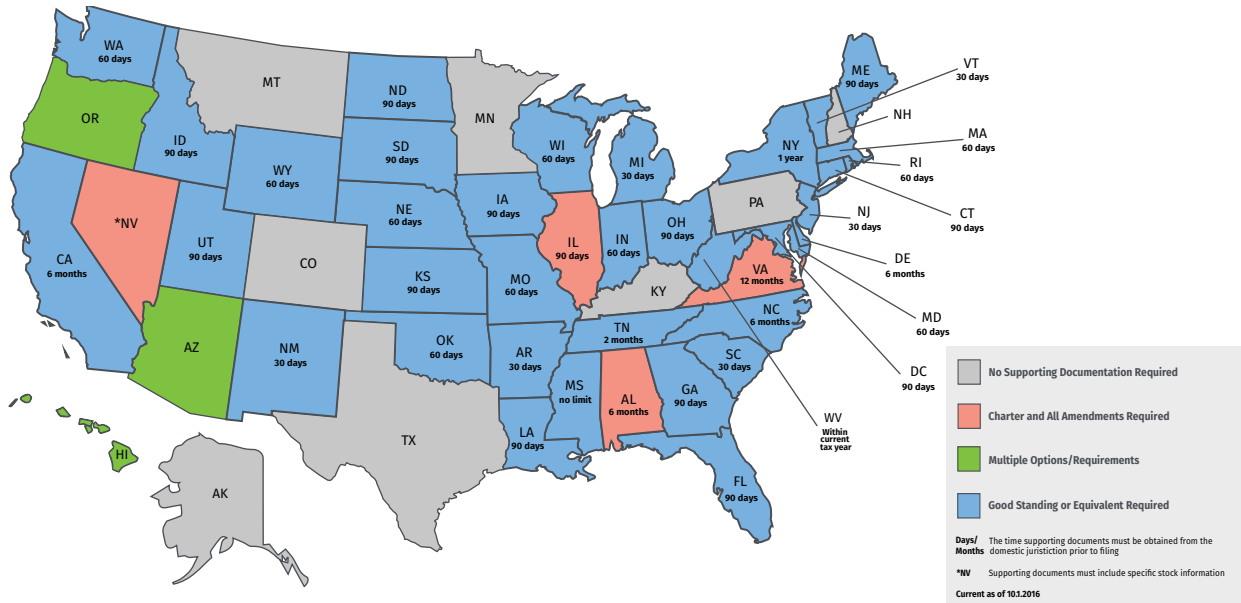
PDF PORTFOLIO OF GRAPHICS

Please see the following examples of graphic materials that were designed for my current client based on its aesthetic requirements.

Designed and created by **Olga Yakovleva**
Learn more about my work on my professional website:
www.olgayakovleva.me

Foreign Qualification Supporting Document Requirements: For-Profit Corporations

To do business in any state other than its incorporation state, a corporation must file a form generally known as an Application for Certificate of Authority. Most states require documentation (obtained within a specific time frame prior to the filing) that the corporation validly exists in its home state.



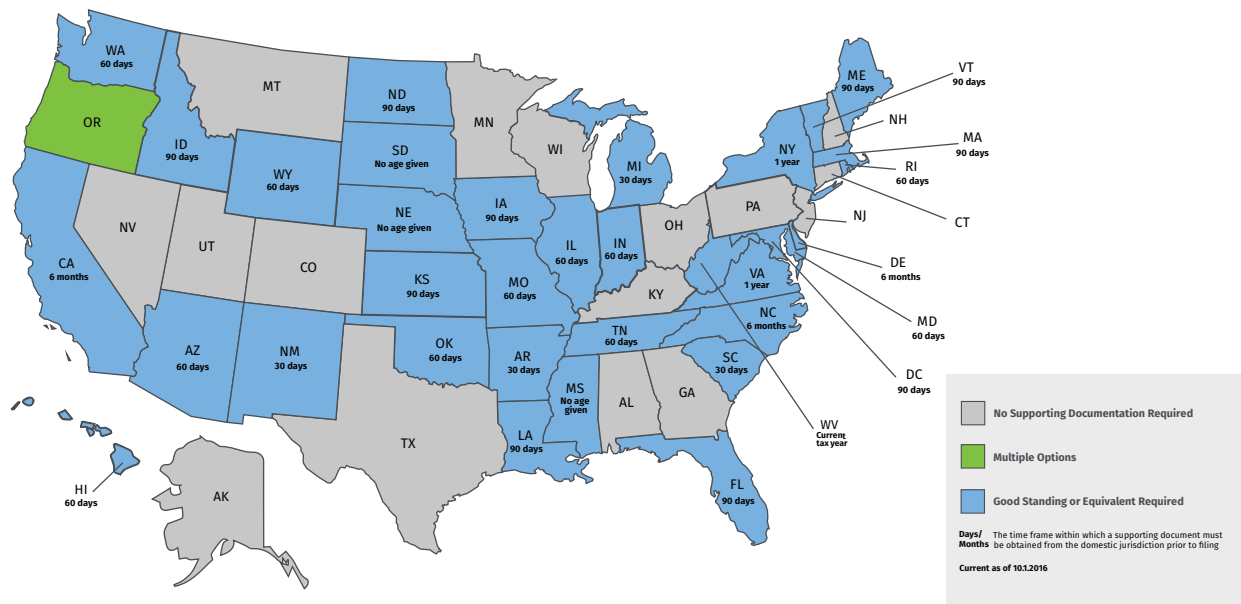
Many states require additional supporting documents, such as an acceptance of appointment by the registered agent, a certificate of name registration, proof of publication, or disclosure regarding the activities/history of the corporation's principals. States may also impose post-qualification requirements, such as an initial report. CT's foreign qualification experts can assist you with every step of the process.

[Go to CCorporation.com to learn more.](http://Go to CCorporation.com to learn more)

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Foreign Qualification: Supporting Document Requirements for LLCs

To do business in any state other than its formation state, an LLC must file a form generally known as an Application for Certificate of Authority. Most states require documentation (obtained within a specific time frame prior to the filing) that the LLC validly exists in its home state.



Many states require additional supporting documents, such as an acceptance of appointment by the registered agent or proof of publication. States may also impose post-qualification requirements, such as an initial report. CT's foreign qualification experts can assist you with every step of the process.

[Go to CCorporation.com to learn more.](http://Go to CCorporation.com to learn more)

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Is Your Corporation Ready to Close Up Shop?

Regardless of the reason for terminating a corporation, there is more to it than just putting up a “Closed” sign

Without proper termination, your corporation could be liable for :

- Taxes & Annual Reports
- Lawsuits
- Identity Fraud Issues

Step 1 - Dissolution

Obtain Shareholder Approval

- Board of directors adopts resolution to dissolve and shareholders approve at shareholders meeting OR
- Unanimous shareholder consent without director actions
- (Check governing statute and corporate documents for specific procedure)

Filing Articles of Dissolution - after which regular business stops and “winding up” begins

Step 2 - Winding Up

Typical tasks include:

- Notifying creditors and making payment arrangements
- Closing out bank accounts
- Paying federal, state, and local taxes and filing final tax returns and reports
- Canceling licenses, permits, and assumed names
- Withdrawing from states in which the corporation was qualified to do business (file any due annual reports, pay franchise taxes, and file an application for withdrawal)
- Selling or disposing of the business property and assets
- Distributing remaining assets to shareholders

Step 3 - Termination

The corporation’s existence ceases when winding up is completed:

- Some states require the filing of a document acknowledging completion of the winding up tasks
- Some states require the obtaining of a tax clearance - which is evidence that the corporation is current on filing tax returns and paying its taxes

CT’s Experts can help with many of these steps. Go to CTcorporation.com to learn more.

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Is Your Limited Liability Company Ready to Close Up Shop?

Regardless of the reason for terminating an LLC, there's more to it than just putting up a "Closed" sign.

Without proper termination, your LLC could be liable for:

- Taxes & Annual Reports
- Lawsuits
- Identity Fraud Issues



Step 1 - Dissolution

Occurrence of a Triggering Event – which could be:

- An event set forth in the Operating Agreement (e.g., sale of a piece of property) OR
- Member vote, as defined in the Operating Agreement or Statutes

Filing Articles of Dissolution – after which regular business stops and “winding up” begins

Step 2 - Winding Up

Typical tasks include:

- Notifying creditors and making payment arrangements
- Closing out bank accounts
- Paying taxes and filing final tax returns and reports
- Cancelling licenses, permits, and assumed names and withdrawing from foreign states
- Distributing remaining assets to Members



Step 3 - Termination

The LLC's existence ceases when winding up is completed:

- Some states require the filing of a document acknowledging completion of the winding up tasks



CT's Experts can help with many of these steps. Go to CTcorporation.com to learn more.

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Growth Weel Chart



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MICHAEL MALKOWSKI Senior Relationship Manager

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A man in a white shirt and tie.



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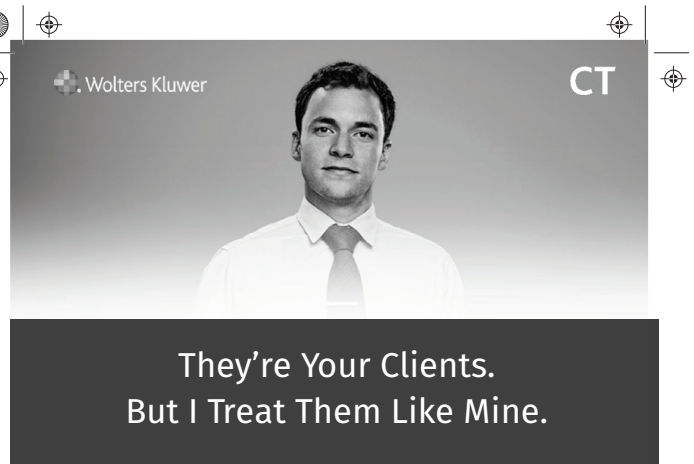


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A man in a white shirt and tie.



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But I Treat Them Like Mine.

A man in a white shirt and tie.

Your clients put their company in your hands and are counting on you to deliver. That’s why it’s so important that you have a partner you can rely on completely. Someone who can anticipate your needs and provide you with the utmost responsiveness and expertise.

Your clients put their company in your hands and are counting on you to deliver. That’s why it’s so important that you have a partner you can rely on completely. Someone who can anticipate your needs and provide you with the utmost responsiveness and expertise.

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Good Standing | Registered Agent Services | Formation/Qualification
Global transactional services

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- Due Diligence
- Independent Director
- Good Standing
- Registered Agent Services
- Formation/Qualification
- Global transactional services

Contact us to learn more: 855.316.8948

Entity Compliance by Business Cycle

During each stage of a business entity's lifecycle, various events trigger important compliance obligations. Be sure to keep your business in 'good standing' with state and federal authorities.



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

Celebrating 125 Years - Logo



Celebrating 125 Years - Logo




MICHAEL JONES

 214.932.3686 | MICHAEL.JONES@WOLTERSKLUPER.COM

- **Tenure:** 41 years with CT - Mike started in the Dallas office and has held management positions and training positions in his career with CT
- **Areas of Expertise:** Mergers/Acquisitions, pre/post-merger filings
- **Fun Fact:** Mike is lead guitarist in "Rock of Ages", a classic rock tribute band in Dallas!


JIN SONG

 404.965.3815 | JIN.SONG@WOLTERSKLUPER.COM

- **Tenure:** 16 years with CT - Jin has held multiple Team Lead positions for different internal company projects
- **Areas of Expertise:** Delaware corporate filings
- **Fun Fact:** Jin is a big college football fan and loves to cheer on her Ohio State Buckeyes!


JENNIFER DUDDINGTON

 214.932.3608 | JENNIFER.DUDDINGTON@WOLTERSKLUPER.COM

- **Tenure:** 15 Years total with CT - including 8 years of UCC and Corporate experience and 7 years of Service of Process experience
- **Areas of Expertise:** Expedited filings, authentications, and Business Licenses
- **Fun Fact:** Jenny danced at the half time show for the 1999 Sugar Bowl in New Orleans!


SCOTT WHITE

 713.332.3752 | SCOTT.WHITE@WOLTERSKLUPER.COM

- **Tenure:** 12 years with CT - Scott has worked on various teams and offices during his tenure. 7 years UCC experience, and 5 years corporate experience
- **Areas of Expertise:** Research requests in all states with high profile customers
- **Fun Fact:** Before joining CT, Scott was a SAR (Search and Rescue) swimmer in the Navy!


EMILY LIEBERMAN

 404.965.3837 | EMILY.LIEBERMAN@WOLTERSKLUPER.COM

- **Tenure:** 10 years total with CT - Emily started on our Special Projects team and has also worked as an Account Executive in her career at CT
- **Areas of Expertise:** Large document retrievals and time-sensitive filings
- **Fun Fact:** Born and raised in Pittsburgh, PA - avid Pittsburg sports fan!


DAVID WESTCOTT

 214.932.3653 | DAVID.WESTCOTT@WOLTERSKLUPER.COM

- **Tenure:** 6 years with CT. David started his career at CT as an Account Specialist in the Madison, Wisconsin office working with small business customers and has held various positions in different offices including a Customer Specialist in Chicago and an Assistant Manager in Dallas before becoming the Service Manager of South Team 1
- **Areas of Expertise:** Coordination with firms on deals and compliance needs
- **Fun Fact:** David likes to ski, travel, and spend time with his 4 year old Boston Terrier in his free time


REYNA SHIELDS

 214.932.3607 | REYNA.SHIELDS@WOLTERSKLUPER.COM

- **Tenure:** 2 years with CT - started in the Dallas office and is currently an adjunct professor for our internal training team
- **Areas of Expertise:** Accuracy with large/complex orders
- **Fun Fact:** Reyna likes 90's rap!


WILL CHISAM

 214.932.3606 | WILL.CHISAM@WOLTERSKLUPER.COM

- **Tenure:** New to CT, former Customer Service Manager at a home security company
- **Areas of Expertise:** Document retrievals, corporate filings, and bring down letters
- **Fun Fact:** Will has a polydactyl cat named Bilbo who has 3 extra claws on each front paw and 1 extra claw on both back paws!


ALLIE DUFEK

 214.932.3615 | ALLIE.DUFEK@WOLTERSKLUPER.COM

- **Tenure:** New to CT
- **Areas of Expertise:** DE Formations/Incorporations; Document Orders
- **Fun Fact:** Allie likes to run half marathons


CONNOR JEWELL

 214.932.3669 | CONNOR.JEWELL@WOLTERSKLUPER.COM

- **Tenure:** New to CT
- **Areas of Expertise:** Qualifications; Document Orders
- **Fun Fact:** Connor enjoys playing and teaching the trumpet

SALES TEAM

800.321.9415 214.979.9450 SOUTHTEAM1@WOLTERSKLUWER.COM



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JESSICA HEIMANN
ACCOUNT EXECUTIVE
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JESSICA.HEIMANN@WOLTERSKLUWER.COM



- CT has been helping lawyers and law firms in Texas for more than 100 years
- CT is the largest Registered Agent in Texas
- Since 2012, CT has helped form more entities in Texas than any other Registered Agent

CT'S INFORMATION SECURITY PROGRAM

The increasing frequency and severity of cyber and information attacks has pressed institutions in all sectors to vigorously defend their sensitive and proprietary data.

CT has long focused on the confidentiality, integrity, and availability of our customers' data with a comprehensive security program.

A LEADING STANDARD FOR THE LEGAL PROFESSION

- CT's program takes into account the Association of Corporate Counsel's "Model Information Protection and Security Controls for Outside Counsel Possessing Company Confidential Information" and recommendations from other top legal, regulatory, industry, and international standards groups.
- The ACC published their model to help in-house legal departments evaluate their law firms' and other partners' information security practices.
- Law firms can use the model as a benchmark to help assure their clients that the firm meets high information security standards in both their own practices and in their vendor selection.

POLICIES AND PROCEDURES

- CT's policies and standards cover a wide range of information and security areas, such as access control, human resources, governance, development, incident management, and threat management.
- CT maintains these policies on an ongoing basis.
- Executive awareness and staff training are key aspects of CT's information security program.

WHAT'S DRIVING THE INCREASED COMPLEXITY?

A staggering amount of data

2.5 quintillion bytes of data are created on a daily basis

More frequent security breaches

Incidents increased by 40% in 2016 over 2015

System failures

Over half of all privacy breaches result from employee or system error

DYNAMIC MODEL

CT monitors its practice in four key areas to keep up with rapidly-changing security issues:

BUSINESS



PROCESS



PEOPLE



TECHNOLOGY



HOW OUR APPROACH HELPS YOU SUCCEED

CT has been helping businesses maintain compliance, with speed and reliability, since 1892. Even though it's a requirement to appoint a Registered Agent, you have a choice over who to use. CT ensures proper handling of your documents. Additionally, we go above and beyond in using our know-how to manage other documents of your choice, like your annual reports. These filings can be time-consuming, especially when you're juggling all the demands of running a business.

CT'S REGISTERED AGENT SERVICES KEEP EVERYTHING IN CHECK:

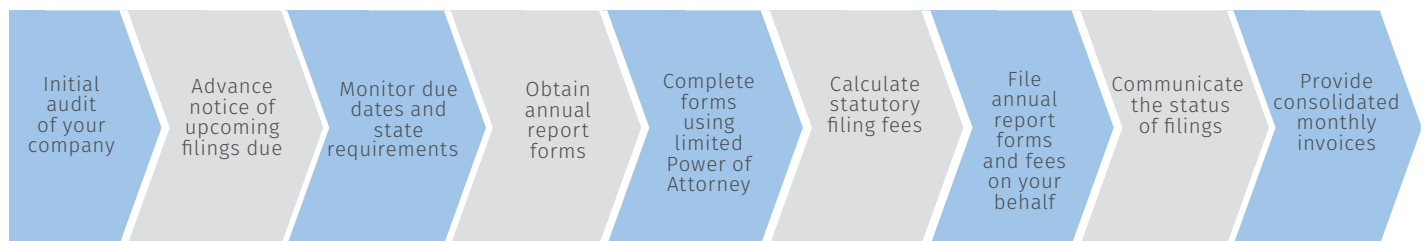
- ▶ Recording our appointment as registered agent and contact info with the state — a necessary step to stay in good standing
- ▶ Sifting through time-consuming bulk mail, prioritizing items that need your attention over junk
- ▶ Securely forwarding legal notices and state mandates to the right people, in your required formats and timeframes
- ▶ Alerting you to jurisdictional changes that could impact your business
- ▶ Providing a superior, dedicated service team that you can contact as often as you need

"CT's Annual Report Services saves me a lot of time by preparing all the paperwork; they take the headache out of it. [It's] a tremendous help. It's a time saver and one less thing I have to hassle with."

AMY BALL
MANAGER, LEGAL ADMINISTRATION

HERE'S HOW OUR ANNUAL REPORT MANAGED SERVICES KEEP YOUR BUSINESS IN GOOD STANDING:

Improved Compliance



To learn more about how we can help you better manage your compliance needs, contact a CT Service Representative: **855.316.8948**

www.ctcorporation.com/registered-agent

HOW OUR APPROACH HELPS YOU SUCCEED

CT has been helping businesses maintain compliance, with speed and reliability, since 1892. Even though it's a requirement to appoint a Registered Agent, you have a choice over who to use. CT ensures proper handling of your documents, so your business runs free of surprises. And our Registered Agent Plus service helps you comply with the annual report filing requirement common in many states.

CT'S REGISTERED AGENT PLUS SERVICE KEEPS EVERYTHING IN CHECK:

- › Recording our appointment as registered agent and contact info with the state — a necessary step to stay in good standing
- › Sifting through time-consuming bulk mail, prioritizing items that need your attention over junk
- › Securely forwarding legal notices and state mandates to the right people, in your required formats and timeframes
- › Alerting you to jurisdictional changes that could impact your business
- › Providing a superior, dedicated service team that you can contact as often as you need
- › Helping to file your annual report; just call us before your due date or use our online filing service (state fees may apply).

SPECIALIZED REPRESENTATION SERVICES:

- › Domestic State Registered Agent
- › Foreign State Registered Agent
- › Special Federal Agency
- › Special State Agency
- › Assumed Name
- › Federal Motor Carrier Act
- › International Registered Agent
- › Electronic Service of Process
- › Business Entity Monitoring
- › Customized delivery instructions



123 Years of Experience



300K Small Businesses



10 Year Nationwide

To learn more about how we can help you better manage your compliance needs, contact a CT Service Representative: 855.316.8948

www.ctcorporation.com/corporations

"I really rely on CT to help manage our compliance. We are in several states and use CT for our registered agent and service of process. I have been very happy with their responsiveness and turnaround time on my requests. CT makes it easy."

ALEX MCDANIEL
COMPLIANCE OFFICER,
DIRECT SUCCESS, INC.

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CT Expert Insights



CT Expert Insights

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How To: Dissolving Your Corporation or LLC

*And how to know
when you should*



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FREE BUSINESS COMPLIANCE AUDIT



Get your free business compliance audit in 3 easy steps:

- Tell us your company name and state of registration.
- We will do the research and send you a report by email with your current status.
- If our research uncovers any issues, we can help you resolve them.

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As the leader in business compliance since 1892, CT is here to help you stay in good standing.

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GET YOUR FREE BUSINESS GOOD STANDING STATUS CHECK



Request your free compliance entity check in 3 easy steps:

- Tell us your company name and state of registration.
- We will do the research and send you a report by email with your current status.
- If our research uncovers any issues, we can help you resolve them.

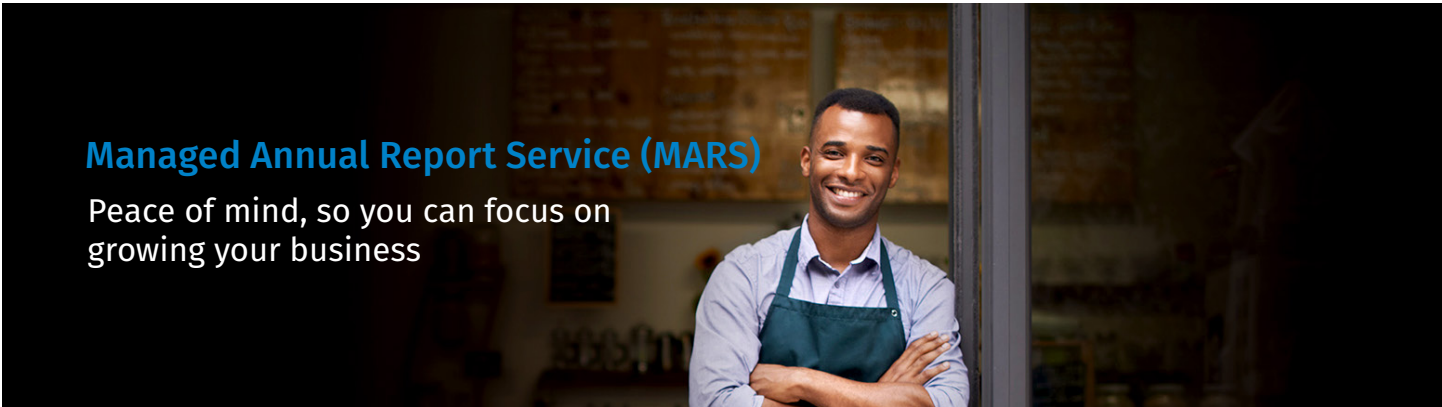
Request your entity check

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Peace of mind, so you can focus on growing your business

Between monitoring changing state requirements, keeping track of due dates and confirming filings with the state offices – managing your annual reports can be a difficult, expensive and time consuming process. We eliminate this burden by managing your annual report requirements.

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2. Complete a questionnaire form
3. Complete an onboarding call

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1. Audit the state statuses
2. Email notifications of reports due
3. Email your invoice after we place the filing order
4. Complete your Annual Reports prior to state due dates
5. Email confirmation of Annual Report submission

How your business benefits:

1. Assures your company stays in compliance in all states filed
2. Our team has 10+ years of experience filing Annual Reports
3. You interact with an account manager
4. We track and manage your Annual Report due dates



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Up Front Pricing - No Hidden Fees



In-house Customer Service Teams

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BizFilings.com

Congratulations on Winning a Free Formation Package from CT

Valued at \$447.00, the formation package includes:

- **Legal Document Preparation** - Preparation of all legal documents.
- **Filing Articles of Organization** - We file your Articles of Incorporation with the state, monitor the process, and promptly deliver the final paperwork to you upon approval.
- **Name Availability Check** - Name check ensures the availability of your desired business name with the state.

Visit CTcorporation.com to claim your gift. Enter the code **NYCBAR** at checkout

Offer valid through 11/07/2017. Applies to CT services only; state fees are excluded.



CERTIFICATE OF INCORPORATION

NovTEX, LLC

43 Hilltop Dr, Melville, NY, 11747

FOUNDER

Daniel Cohen & Austin Kahn

SINCE

July 3, 2015

Commemorative Certificate. This is not an official document.

KNOWLEDGE
SHARE

**BUSINESS ENTITY
COMPLIANCE
AND GOVERNANCE
IN 2016**

2016

**SEMINAR
REFERENCE
BOOK**



YEAR-END CHECKLIST

As we enter the last part of the year, there are several business responsibilities you should double check. Taking care of these items will help you begin the new year the right way.

1

Business Licenses

Check that you've obtained all appropriate business licenses, and keep note of their renewal dates. If you've expanded or changed your business in the past year, you might need new licenses.

If you're planning on doing business outside of the state you formed in, you need to register. This is called "foreign qualification." If you're operating in a state without having foreign qualified, you could carry fines and penalties into the new year.

2

Foreign Qualifications

3

Annual Reports

If you fail to file a required annual report, you're likely to fall out of good standing and face fines and penalties. If you think you've missed one, the time to take care of it is now.

If there are states where you've ceased operations, you need to properly dissolve or withdraw from them. This will keep you in good standing and prevent you from having to pay taxes on them in 2017.

4

Dissolutions & Withdrawals

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CT **2017**
New York
Champion's awards
WINNER

CT **2017**
New York
Champion's awards
WINNER

CT **2017**
NEW YORK
CHAMPION'S AWARDS
WINNER

CT **2017**
NEW YORK
CHAMPION'S AWARDS
WINNER

CT **2018** 
CHAMPION'S AWARDS
WINNER

CT **2018** 
CHAMPION'S AWARDS
WINNER


CT **2018**
New York
CHAMPION'S AWARDS
WINNER


CT **2018**
New York
CHAMPION'S AWARDS
WINNER

2018

NEW YORK

CHAMPION'S AWARD

WINNER

2018

NEW YORK

CHAMPION'S AWARD

WINNER

Graphic Maps

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MANAGEMENT ACQUISITIONS
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REAL ESTATE
OPERATIONS
ENCUMBRANCE SEARCHES
DUE DILIGENCE
RISK
SPECIALIZED INDUSTRY SEARCHES
FLORIDA
MUNICIPAL LIENS
REPUTATIONAL DUE DILIGENCE
MANAGEMENT
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ACQUISITIONS

Testimonials

CT

CT is my go-to service provider who can answer my questions and execute filings when I need them. CT knows there is no room for mistakes and they have the expertise to support my filings needs with the flawless execution required. They know all of the special jurisdictional requirements so when exceptions arise I don't miss a step to complete my filings on time.

- *Administrative Assistant, AM Law 200*

CT

Responsive, knowledgeable and great customer service. I like to work directly via e-mail vs. phone and the response time was outstanding and the paperwork was seamless.

- *Michelle Decker, Accounting Assistant, Children International Secretary*

CT

Our primary contact person at CT has always been extremely professional, quick to respond, effective, and pleasant in our interactions. She is my "go to" person, because I know she will get the job done, quickly and correctly. She and the team she works with have been unfailingly responsive to every corporate compliance need we have had. I strongly recommend CT as a professional, cooperative and reliable corporate compliance partner.

- *Doug Kinney, Vice President/CFO, Walters-Morgan Construction, Inc.*

Social Media Content



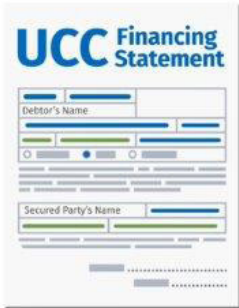
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SB Buzz



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