

Entity Maintenance Program Overview



Introduction

If you are using a formal entity structure to operate your business, the entity's annual maintenance is most likely your least favorite part of your role as a business owner. However, it is essential to ensure that:

- Your entity remains active and in good standing
- The proper processes to make decisions are followed
- The entity can act with proper authorization
- Your governance documents are up-to-date and organized

Without proper entity maintenance, your personal liability protection may be at risk, the entity may lose its active registration status, the process of obtaining a loan may be postponed until your documentation has been updated, and the management of the company and/or the addition of new partners may become cumbersome.

Because we understand that maintaining your entity does take some time and want to make sure that you have the time to focus on what you do best — servicing your clients and managing a growing business — SRG is offering an annual entity maintenance program to take these tedious tasks out of your hands.

Service Overview

Once a formal entity structure has been established, SRG will oversee and support the multiple facets that are involved in properly maintaining an entity structure.

Entity Maintenance Program Overview Cont.



Program Services Included

Annual Report Support

Filing the annual report for your entity with the Secretary of State (if required by your state, excluding annual franchise tax reports).

Annual Meeting Support

Facilitating the entity's annual meeting as follows:

- SRG will send an annual meeting reminder so that you have sufficient time to coordinate the meeting.
- SRG will go over a list of decisions commonly made by the owner(s) at the annual meeting and prepare your annual meeting agenda.
- We will set up your annual meeting minutes to help you formalize the decisions made by the owner(s) at the annual meeting.

Formal Resolutions

Preparation of up to 10 formal resolutions per year based on our list of standard resolutions.

Ownership Records

Maintenance of your ownership transfer records, including stock/membership ledger, stock/membership certificates, and schedules and/or exhibits to any entity documents.

Recordkeeping

Facilitation of e-signatures and maintain a digital archive to ensure organized record-keeping and execution.

Consulting

One consulting hour per year to answer any questions you might have and help you plan your annual meeting.

Entity Maintenance Program Overview Cont.



Quarterly Updates

Additional Maintenance Services Included

Provide quarterly updates via email with resources and personalized updates such as:

- A list of common resolutions as a reminder which decisions should be captured in writing
- Updated company data sheet
- Updated compensation research data for your geographic area and firm size for positions commonly held by owners
- Summary of SRG support provided throughout the year

PROGRAM FEE

\$1,750

billed annually plus any filing fees

GET STARTED

To participate in SRG's Entity Maintenance Program, please schedule a consultation or contact info@successionresourcegroup.com

SRG's Entity Maintenance Program is billed in full, annually. The service will be automatically renewed each year unless the request to cancel is formally expressed at least 30 days in advance of the billing period.