

Registered Agent: _____ **SSN:** _____
Address: _____
Phone# +1 () _____ (H) and +1 () _____ (W)
+1 () _____ (Fax) and +1 () _____ (Other)
E-Mail: _____

Capitalization:
Total Capital: _____

Members: _____ **SSN:** _____
Address: _____
Phone# +1 () _____ (H) and +1 () _____ (W)
+1 () _____ (Fax) and +1 () _____ (Other)
E-Mail: _____ Membership Interest: _____

Name: _____ **SSN:** _____
Address: _____
Phones #: +1 () _____ (H) and +1 () _____ (W)
+1 () _____ (Fax) and +1 () _____ (Pg/Cell)
E-Mail: _____ Membership Interest: _____

(IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)

Initial Manager(s): _____ **Number:** _____ **Initial Term of Office:** _____
Name: _____ **SSN:** _____
Address: _____
Phones #: +1 () _____ (H) and +1 () _____ (W)
+1 () _____ (Fax) and +1 () _____ (Pg/Cell)
E-Mail: _____

(IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)

Operating Agreement:
Adoption Procedure: _____

Approval by Members: Y/N _____ **Vote Required to Ratify:** _____

Amendments:
Method of Amending: _____

Approval by Managers/Members: _____
Quorum and vote required to ratify: _____

Calendar/Fiscal Year: _____ (CIRCLE ONE AND CHOOSE A DATE)

Date of Annual Meeting: _____
Location: _____

Purpose of Company:

1. **General Purposes:** _____

2. **Specific Purposes and Powers:** _____

3. **Company Operations:** Y/N

a. Will the Company:

- | | |
|---|-------|
| 1) Hire employees | _____ |
| 2) Engage in Joint Ventures | _____ |
| 3) Acquire other businesses | _____ |
| 4) Aid Customers financially and operationally | _____ |
| Lend funds | _____ |
| Lease or lend property | _____ |
| Forgive debts | _____ |
| 5) Grant licenses, franchises and rights in company | _____ |
| 6) Manufacture and sell products | _____ |
| 7) Engage in service operations | _____ |

b. Property and Investments:

- | | |
|---|-------|
| 1) Will the Company: Buy, sell, and exchange Property | _____ |
| Real, personal, intangible | _____ |
| Patents, trademarks, inventions | _____ |
| Licenses, franchises | _____ |
| 2) Build and construct offices, warehouses, plants | _____ |
| 3) Mortgage, pledge and release property | _____ |
| 4) Lease property, both real and personal | _____ |

c. Financial Affairs:

- | | |
|---|-------|
| 1) Will the Company: Borrow money | _____ |
| Secured/Unsecured | _____ |
| Pledge/Mortgage corporate assets | _____ |
| Issue bonds. Debentures, commercial paper | _____ |
| 2) Accept Property in payment of debts | _____ |
| 3) Make contributions and loans | _____ |
| Charitable purposes | _____ |
| To Employees | _____ |
| Customers | _____ |

d. Indemnification of Managers/Members:

- | | |
|--|-------|
| 1) What particular actions indemnified? Civil/Criminal | _____ |
| 2) Provide Insurance to Managers | _____ |