



2542 S. Bascom Ave., Suite 200, Campbell, CA 95008
Phone: (408) 371-6000 | Fax: (408) 371-6005
www.sowardslawfirm.com

CALIFORNIA INCORPORATION QUESTIONNAIRE FORM

I. GENERAL CORPORATE INFORMATION

A. General

1. Corporation Name: _____
Pick 3 Names: i.) _____
(Put in order of ii.) _____
Preference) iii.) _____

2. Mailing Address: _____

County: _____

3. Address of Principal Executive Office: _____
(if different than above) _____

County: _____

4. Business Phone Number: _____

5. (a) Principle Business Activity: _____

(b) If manufacturing, then state:
(i) Principle product: _____
(ii) Raw material used: _____

6. To whom will most of the company's products or services be sold:
Please circle:

Public/Retail //Business/Wholesale// Not Applicable

7. Date business will start activities: _____

8. First date wages or annuities will be paid: _____

9. Number of employees expected in the next twelve months: _____

- (a) Agriculture: _____
- (b) Household: _____
- (c) Other: _____

B. Closing month of accounting year: _____ December _____
Incorporator's Action

1. Name of Incorporator: _____

2. Names and business or residence addresses of all Directors (*attach an additional page if more than 3 Directors*):

3. Name and address of initial agent for service of process (*an additional fee applies if you want the Sowards Law Firm to serve as registered agent*)

C. Initial Board Action

1. Names and business or residence addresses of Officers (*may be one person for all three positions*):

<u>Mandatory Officers:</u>	<u>Name and Address</u>	<u>Annual Salary</u> <i>(Optional)</i>
(a) President:	_____	_____

(b) Secretary:	_____	_____

(c) Chief Financial Officer: _____

Optional Officers:

(d) Vice President: _____

(e) Assistant Financial Officer: _____

(f) Assistant Secretary: _____

2. Agent for service of Process (*if different than the person or address specified in 1.B.3., above*):

D. Promoters;

Names and business or residence addresses of persons involved with founding and organizing the Corporation (*attach an additional page if necessary*):

E. Capital Structure

1. List classes of stock to be issued (Common, Preferred, etc.):

2. Authorized number of shares for each class of stock:

(a) Common Stock: _____

(b) Preferred Stock: _____

(c) Other (please specify class and number of shares):

3. Please complete the shareholder information table attached hereto as Exhibit "A".

F. IRS "S" Corporation Election:

1. Election

(a) Will the corporation make an "S" Corporation election for federal and state? Yes or **No** (Circle)

(b) Will Sowards Law Firm prepare the "S" Corporation election forms? Yes or **No** (Circle)

(c) If yes to (a) and (b) above, please complete the following for each shareholder (*attach an additional page if necessary*):

<u>Name of Shareholder:</u>	<u>Social Security No.:</u>	<u>Day & Month of Tax Year End</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list the following for each of the Shareholders' spouses (attach an additional page if necessary):

<u>Name of Spouse:</u>	<u>Social Security No.:</u>	<u>Day & Month of Tax Year End</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

G. Foreign Qualifications:

1. List states other than California in which the Corporation will have employees or in which the Corporation will have an office (*attach an additional page if necessary*):

<u>State:</u>	<u>Address of Office (if any)</u>
_____	_____

_____	_____

_____	_____

_____	_____

EXHIBIT A

SHAREHOLDER INFORMATION

PLEASE COMPLETE THE FOLLOWING:

Value and Type of Consideration:

<u>Name of State of Purchaser</u>	<u>Accredited Investor?</u>	<u>Number of Shares Being Purchased</u>	<u>Class of Stock Being Purchased</u>	<u>Cash</u>	<u>Property or Services</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<u>Total Proceeds:</u>				\$ _____	\$ _____

Use of Proceeds from Stock Issuance:

Total Proceeds listed above \$ _____

Use of Proceeds:

	<u>Payments to Officers, Directors and Affiliates</u>	<u>Payments to Others</u>
Transfer Agent's Fees	\$ _____	\$ _____
Printing and Engraving Costs	\$ _____	\$ _____
Legal Fees	\$ _____	\$ _____
Accounting Fees	\$ _____	\$ _____
Engineering Fees	\$ _____	\$ _____
Sales Commissions	\$ _____	\$ _____
Finders' Fees	\$ _____	\$ _____
Salaries	\$ _____	\$ _____
Purchase of Real Estate	\$ _____	\$ _____
Purchase, Rental or Leasing	\$ _____	\$ _____
And Installation of Machinery and Equipment	\$ _____	\$ _____

Construction or Leasing of Plant, Buildings and Facilities	\$ _____	\$ _____
Acquisition of Other Businesses	\$ _____	\$ _____
Repayment of Indebtedness	\$ _____	\$ _____
Working Capital	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total:	\$ _____	\$ _____