

THE  
CORPORATE  
SHIELD™

## The Corporate Shield™ Program

The **initial success** of your business structure is the result of properly counseled, designed and drafted documents together with the complete and correct titling of your business assets.

The **long term success** of your business structure is dependent on (1) regular review and fine tuning of your company's governing documents, (2) consistent documentation of company actions and (3) timely state and federal filings to help keep pace with the myriad legal requirements of operating a business.

## What is Corporate Shield™?

A powerful and affordable company maintenance and updating program for our clients who own their own businesses and for those who have created entities as a part of their estate plans. It is designed to keep your business planning current and effective.

## Why is Corporate Shield™ necessary?

Businesses fail and individuals lose their personal assets because the business entity is not properly maintained. The Corporate Shield Program is a proactive strategy specifically designed to minimize that risk.

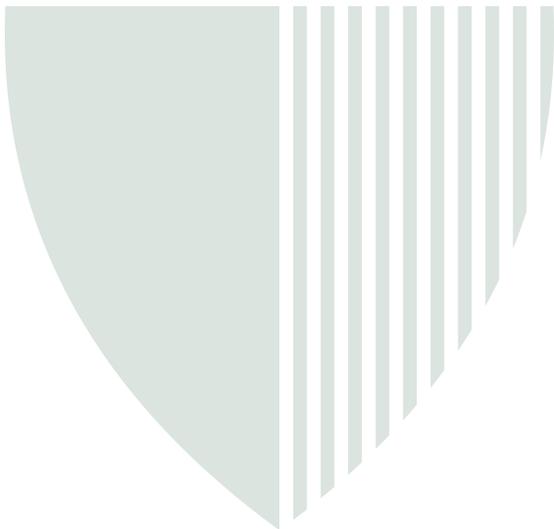
The Program is designed to systematically review and properly and consistently document your business activities. By increasing the contact between us throughout the year and by encouraging "hands-on" control of maintaining your company's operating documents, your company has a much greater chance of continuing to meet your goals in the face of the ever-changing legal and tax environment and your family's changing needs and goals.

## Benefits of Corporate Shield™

We regularly monitor the changing legal landscape to ensure that your business documents keep pace. Specifically, you receive these important benefits:

- Notification if a law change affects your business, and education on what to do about it;
- File your company's periodic reports as required by law;
- Preparation of Minutes of Meetings and Unanimous Written Consents at least twice per year;
- Periodic review of your business documents to incorporate new strategies and improvements in legal language;
- Annual meeting with one of our attorneys;
- Phone consultations at no additional charge;
- Respond to requests for information from the Secretary of State;
- Prepare share, membership or partnership certificates as required and maintain ownership and transfer logs.

***The Corporate Shield Program will accomplish all of this, and more, while reducing your company's overall operating costs.***



# Frequently Asked Questions

## FAQ

**What's Included?** Here's a summary, but be sure to check your Member Agreement for all of the details:

- Annual "Legal Checkup" meeting;
- File periodic reports required by state law;
- Prepare Annual and Special Unanimous Written Consents, Minutes of Meetings, Notices, Waivers, etc.;
- Periodic checklists and questionnaires sent to assist Company with annual updates, tax planning, retirement planning, end of year planning and other business planning matters;
- Normal telephone calls;
- Periodic educational workshops and seminars;
- Minor changes and revisions to Governing Documents;
- Help with titling of Company assets.

**What's NOT Included?** Here's a non-exclusive list. Again, check your Member Agreement for a complete list.

- Accounting or preparation of any IRS or other tax forms;
- Legal fees associated with litigation, audits, dispute resolution or arbitration;
- Research, legal opinions or other legal services;
- Major changes to Governing Documents;
- Company appraisal fees;
- Bankruptcy, dissolution, merger, consolidation or other major actions;
- More than one attorney conference per year;
- Re-titling and transfer of assets into Company and applicable conveyance fees;

### What's the Cost?

Current fee is \$895 for a 12 month period.

- Additional entities are just \$495 per year
- FLPs with LLC General Partner renew together for just \$995
- You can pay all at once or over 6 months by cash, check or credit card.
- The fee is guaranteed to stay the same for two years.
- Additional work may be available at an additional fee.



**How do I make changes to my documents?**

Just call us! We will ask you to write down your changes and either Email or fax them to us. If we have questions, we'll call you back. If not, we'll make the changes and call you to come in to sign them.

**What's the Annual Review Process?**

Here's a summary but look at the enclosed Process form for more detail:

In the month immediately prior to the month you signed your documents, we will send you an Annual Review Package that includes several important items. Through this Process you can:

- Set a meeting with one of our attorneys;
- Update your personal and asset information;
- Update us on your Company and its key members' status.

**Do you pay for Secretary of State filing fees?**

Yes. Your annual program fee includes payment of up to two state filing fees on an annual basis, and up to \$50 per state.

**Do you act as my Company's Registered Agent?**

We act as your agent in Colorado. In other states, we coordinate the hiring of an agent for you.

**Do you pay the Registered Agent in other states?**

If you want, we can act as a conduit for payment of Registered Agent fees in other states to make it more convenient for you. In other words, you pay us and we pay them. You can also pay them directly if you'd like.

**What are the annual requirements of keeping my business current?**

Annual requirements include:

- Annual Secretary of State filing fee for each state in which you do business;
- Registered Agent for each state in which you do business but do not live;
- Annual income tax return for each business entity

**What can you tell me about the seminars?**

Nearly every quarter, we conduct Educational workshops for our Program members. You can attend at no charge and even bring your family and advisors. They cover a wide range of interesting topics and occasionally have guest speakers.

