

**RAINEY LAW, LLP**  
**Attorneys and Counselors at Law**

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**CORPORATE EXECUTIVE  
SUMMARY**

Information provided is held in complete confidence, is used to analyze a corporation's needs, and to design the corporation's documents (including by-laws, buy-sell agreements, contracts, etc.).

Preparation of this summary is not mandatory prior to the initial appointment with us, but if you can complete the summary prior to your appointment, more information and value will be received during the initial consultation.




**RAINEY  
LAW • LLP**

**Robert Lee Rainey**

Rainey Law, LLP  
Attorneys and Counselors at Law

405-753-1515 Direct  
405-753-1516 Direct Fax  
[RobRainey@OkcLaw.com](mailto:RobRainey@OkcLaw.com)

1601 NW Expressway Suite 600  
Oklahoma City, OK 73118-1460  
[Bio](#) | [www.OkcLaw.com](http://www.OkcLaw.com) | 

## CORPORATION EXECUTIVE SUMMARY FOR

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DATE OF INFORMATION: \_\_\_\_\_

1. Corporation Name: \_\_\_\_\_
2. State of Incorporation: \_\_\_\_\_
3. Date of Incorporation: \_\_\_\_\_
4. Registered Agent: \_\_\_\_\_
5. Registered Agent's Location: \_\_\_\_\_
6. Principal Operations Location: \_\_\_\_\_
7. Amount of Authorized Stock: \_\_\_\_\_
8. Shareholders and Number of Shares of Stock Issued and Outstanding:

| Name  | Number of Shares | Percent of Total |
|-------|------------------|------------------|
|       |                  |                  |
|       |                  |                  |
|       |                  |                  |
| TOTAL |                  | 100%             |

9. Directors:

| Name | Office |
|------|--------|
|      |        |
|      |        |
|      |        |
|      |        |
|      |        |
|      |        |

10. Officers:

| Name | Office |
|------|--------|
|      |        |
|      |        |
|      |        |
|      |        |
|      |        |
|      |        |

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11. Annual Meeting Date and Time: \_\_\_\_\_

12. Subchapter S Election.

☐ YES

☐ NO

13. Stock Transfer Agreement:

☐ YES

☐ NO

14. Fiscal Year: \_\_\_\_\_

15. Location of Corporate Minute Book:

\_\_\_\_\_  
\_\_\_\_\_

16. Location of Corporate Seal:

\_\_\_\_\_  
\_\_\_\_\_

17. Trade Name Reports Filed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Trademarks Registered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Other Operations Locations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corporation Summary**  
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20. Mailing Address:

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21. Federal Identification Number: \_\_\_\_\_

22. Assigned Attorney:

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23. Assigned Accountant:

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Please contact us if you have questions regarding information to include in your answers on this summary.

Robert Lee Rainey  
Direct Line 405/753-1515  
Direct Fax 405/753-1516  
[RobRainey@OkcLaw.com](mailto:RobRainey@OkcLaw.com)  
***Rainey Law, LLP***  
1601 NW Expressway, Suite 600  
Oklahoma City, Oklahoma 73118-1460