



# Business Organizations

## Table of Contents

	<b>Client Matters</b>
1.01	Engagement Letter (Flat Fee Agreement)
	<b>Secretary of State</b>
2.01	Fax Filing Payment Form
2.02	Statement of Event or Fact (SOS 805)
2.03	Application for Reinstatement (SOS 801)
2.04	Certificate of Reinstatement (SOS 811)
2.05	Restated Certificate of Formation WITHOUT New Amendments (SOS 415)
2.06	Restated Certificate of Formation WITH New Amendments (SOS 414)
2.07	Certificate of Amendment (SOS 424)
	<b>For Profit Corporation</b>
3.01	Certificate of Formation (Corporation)
3.02	Bylaws (Corporation)
3.03	Close Corporation Shareholder Agreement
3.04	Minutes of Organizational Meeting of Directors
3.05	Unanimous Written Consent in Lieu of Annual Directors Meeting
3.06	Unanimous Written Consent in Lieu of Annual Shareholders Meeting
3.07	Minutes of Annual Meeting of Shareholders
3.08	Minutes of Annual Meeting of Directors
3.09	Minutes of Special Meeting of Shareholders
3.10	Minutes of Special Meeting of Directors
3.11	Acceptance of Appointment as Registered Agent
3.12	Certificate of Termination - Corporation
3.13	Statement Terminating Close Corporation Status
3.14	Unanimous Consent
3.15	Resignation of Director
3.16	Articles of Amendment to Certificate of Formation
	<b>Nonprofit Corporation</b>
4.01	Certificate of Formation (Nonprofit)
4.02	Bylaws (Nonprofit)
4.03	Acceptance of Appointment as Registered Agent
4.04	Minutes of Organizational Meeting of Directors
4.05	Minutes of Organizational Meeting of Members
4.06	Minutes of Annual Meeting of Directors
4.07	Minutes of Annual Meeting of Members
4.08	Unanimous Written Consent in Lieu of Annual Directors Meeting
4.09	Unanimous Written Consent in Lieu of Annual Members Meeting
4.10	Minutes of Special Meeting of Directors
4.11	Minutes of Special Meeting of Members
4.12	Unanimous Consent
4.13	Certificate of Termination

	<b>Professional Corporation</b>
5.01	Certificate of Formation - Management by Directors
5.02	Certificate of Formation - Management by Shareholders
5.03	Bylaws (Professional Corporation)
5.04	Acceptance of Appointment as Registered Agent
5.05	Minutes of Organizational Meeting of Directors
5.06	Minutes of Organizational Meeting of Shareholders
5.07	Minutes of Annual Meeting of Directors
5.08	Minutes of Annual Meeting of Shareholders
5.09	Unanimous Written Consent in Lieu of Annual Directors Meeting
5.10	Unanimous Written Consent in Lieu of Annual Shareholders Meeting
5.11	Minutes of Special Meeting of Directors
5.12	Minutes of Special Meeting of Shareholders
5.13	Unanimous Consent
5.14	Certificate of Termination
	<b>Professional Association</b>
6.01	Certificate of Formation (Professional Association)
6.02	Bylaws (Professional Association)
6.03	Acceptance of Appointment as Registered Agent
6.04	Minutes of Organizational Meeting of Directors
6.05	Minutes of Organizational Meeting of Executive Committee
6.06	Minutes of Annual Meeting of Directors
6.07	Minutes of Annual Meeting of Executive Committee
6.08	Minutes of Annual Meeting of Members
6.09	Unanimous Written Consent in Lieu of Annual Directors Meeting
6.10	Unanimous Written Consent in Lieu of Annual Executive Committee Meeting
6.11	Unanimous Consent
6.12	Certificate of Termination
6.13	Certificate of Reinstatement of Prof. Association (SOS 814)
6.14	Affidavit Professional Entity Identifying Person Authorized to Transfer Real Property
	<b>Limited Liability Company</b>
7.01	Certificate of Formation (LLC)
7.02	Company Agreement – Short Form
7.03	Company Agreement - Long Form
7.04	Acceptance of Appointment as Registered Agent
7.05	Minutes of Organizational Meeting of Managers
7.06	Minutes of Organizational Meeting of Members
7.07	Minutes of Annual Meeting of Members
7.08	Unanimous Consent
7.10	Certificate of Termination
7.11	Affidavit Limited Liability Company Identifying Person Authorized to Transfer Real Property
7.12	Membership Interest Redemption Agreement
7.13	Certificate of Resolution (LLC)
7.14	Client Instruction Letter (Manager Managed LLC)
	<b>Professional Limited Liability Company</b>

8.01	Certificate of Formation (PLLC)
8.02	Company Agreement
8.03	Minutes of Organizational Meeting of Managers
8.04	Minutes of Organizational Meeting of Members
8.05	Acceptance of Appointment as Registered Agent
8.06	Certificate of Termination
8.07	Unanimous Consent
	<b>Limited Partnership</b>
9.01	Certificate of Formation (LP)
9.02	Limited Partnership Agreement
9.03	Acceptance of Appointment as Registered Agent
9.04	Annual Report of a Limited Liability Partnership
9.05	Certificate of Termination
9.06	Affidavit Limited Partnership Identifying Person Authorized to Transfer Real Property
9.07	Minutes of Annual Meeting of Partners
9.08	Client Instruction Letter (Limited Partnership)
9.15	Subscription Agreement
	<b>General Partnership</b>
10.01	General Partnership Agreement (LLP options)
	<b>Conversions from GP and LP to Limited Liability Partnerships</b>
11.01	Registration of a Limited Liability Partnership
11.02	Notice of Withdrawal of Registration of a Limited Liability Partnership
11.03	Annual Report of a Limited Liability
11.04	Application for Amendment of Registration of Texas Limited Liability Partnership
	<b>Conversions from Corporation to New Entity</b>
12.01	Certificate of Conversion from Corporation to LLC (SOS 632)
12.02	Plan of Conversion – Corporation to LLC
12.03	Certificate of Conversion Corporation to Ltd Partnership (SOS 633)
12.04	Plan of Conversion – Corporation to Ltd Partnership
12.05	Certificate of Conversion Corporation to General Partnership (SOS 631)
12.06	Plan of Conversation – Corporation to General Partnership
	<b>Conversions from LLC to New Entity</b>
13.01	Certificate of Conversion from LLC to Corporation (SOS 636)
	<b>Names</b>
14.01	Name Reservation
14.02	Name Registration
14.03	Assumed Name Certificate
14.04	Abandonment of Assumed Name
14.05	Transfer of Reservation of Entity Name
14.06	Withdrawal of Reservation of Entity Name
14.07	Consent to Use of Similar Name
14.08	Application for Renewal of Registration of an Entity Name
14.09	Notice of Withdrawal of Registration of an Entity Name

	<b>Change of Registered Agent/Office</b>
15.01	Rejection of Appointment as Registered Agent
15.02	Change of Registered Agent and Office
15.03	Change of Registered Office
15.04	Resignation of Registered Agent
15.05	Change of Address of Registered Agent
	<b>Corrections and Amendments</b>
16.01	Certificate of Correction
16.02	Transmittal Form - Restated Certificate of Formation With Amendments
16.03	Transmittal Form - Restated Certificate of Formation Without Amendments
16.04	Certificate of Amendment
16.05	Certificate of Abandonment
16.06	Certificate of Resolution (Corporation)
	<b>Transactional Documents</b>
17.01	Unsecured Note
	<b>Non-Disclosure</b>
18.01	Simple Non-Disclosure Agreement (One Way)
18.02	Simple Non-Disclosure Agreement (Mutual)
18.03	Mutual Confidentiality and Non-Disclosure Agreement
	<b>Miscellaneous</b>
19.01	Statutory Durable Power of Attorney
19.02	Unsworn Declaration
19.03	Jurat (Notarized or Unsworn)
19.04	Ownership Records (Capital Contributions)
19.05	Indemnity Agreement
19.06	Affidavit Shell
19.07	Limited Power of Attorney