

Events that trigger compliance obligations

Each stage of the business lifecycle can trigger compliance obligations. Understanding which ones apply to your business can help you make informed decisions with planning and operations. Failure to meet these obligations can expose your business to heightened risk, stiff penalties, or worse.

Compliance tasks and the business lifecycle

Starting a new subsidiary or branch

- Check name availability
- File name reservation/registration
- File Articles of Incorporation (Corporation) or Articles of Organization (LLC)
- Appoint a registered agent
- Obtain business licenses and permits
- File assumed name or DBA certificate



Running the business

Ongoing responsibilities

- File an annual report
- File and pay franchise tax
- Renew business licenses and permits
- Renew assumed name or DBA registration

Proving business existence for business transactions

- Obtain certificate of good standing
- Obtain authentication
- Obtain certified copy of formation documents

If changing entity structure

- Check name availability and reserve a name
- Check good standing
- File articles of conversion (if changing entity by conversion)
- File evidence of conversion or withdrawal
- File qualification documents in foreign states



Growing the business

Merging or acquiring another business (survivor filings)

- Check name availability and reserve name (if survivor's name will change)
- Check good standing
- Conduct due diligence searches
- File articles of merger
- File post-merger documents in states of foreign qualification (if required)
- File amendment of assumed name or DBA certificate (if needed)
- Update business licenses (if necessary)



Expanding business to another state (foreign qualification)

- Check name availability and reserve a name
- Obtain certificate of good standing (from domestic jurisdiction)
- File foreign qualification/registration
- Appoint registered agent in foreign state
- Apply for business licenses and permits
- Renew assumed name or DBA registration
- Coordinate publication and file proof of publication (if required)

Expanding into another country

- Obtain a certificate of good standing (or equivalent)
- Apply for business licenses and permits
- Engage incorporation services
- Conduct document searches and retrievals
- Appoint directors and report changes (where required)
- Enlist translation services
- Obtain authentication/apostille certifications
- Prepare for international process of service/agent filings
- Conduct due diligence searches
- Implement health checks
- File an annual report



Dissolution or withdrawal

Terminating a subsidiary or branch location/ corporate spin-off/winding down a fund

- File notice of intent to dissolve (if required)
- Obtain tax clearance (if required)
- File articles of dissolution (in domestic jurisdiction)
- File withdrawal of qualification/registration (in remaining jurisdictions)
- Cancel assumed name or DBA certificate
- Cancel business licenses



Entrusting compliance work to an expert partner can help your team be more productive and realize cost efficiencies. CT's range of services supports all phases of the entity lifecycle, and our singular focus on compliance ensures you are fully informed of requirements and in step with regulatory changes.

Look after your business while CT helps you meet your compliance obligations. **Contact CT at 866.692.1202 or [click here](#) to get started.**