

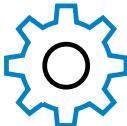


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End-of-year compliance checklist

Use this checklist to help your clients ensure that they've completed all outstanding U.S. and global compliance issues. They may need to:

- Check for inactive entities to avoid unnecessary compliance obligations
- Clear unnecessary tax obligations off the books
- Secure important name reservations and renewals
- Confirm good standing status so planned deals are ready to go in the new year



If your clients took these actions...

- Merger or acquisition
- Corporate spin-off
- Added or changed locations
- Added or changed lines of business
- Changed business names
- Refinanced
- Closed or sold entities

Be sure they filed all necessary documents which may include the following:

- Dissolutions/withdrawal filings
- Merger integration filings
- Reinstatement filings
- Name change filings
- Annual report filings
- Business license filings



If your clients are planning these corporate actions before the end of the year...

- Merger or acquisition
- Corporate spin-off
- Adding or changing locations
- Adding or changing lines of business
- Changing business names
- Refinancing
- Closing or selling entities

Be sure to obtain the necessary documents for them before year-end which may include the following:

- Good standing certificates
- Bring down letters
- Merger documents
- Name reservation documents
- Assumed name documents
- Filing delinquent annual reports
- Update business licenses



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If you're preparing for or closing...

- Mergers and acquisitions
- Real estate deals
- Structured finance deals
- Refinancing deals
- Cross-border deals
- Deals with off-shore lenders
- Tax restructurings
- Lease agreements

... then you may need:

- UCC searches: bankruptcy, tax and judgment liens
- Specialized due diligence: DMV, real property searches
- Good standing certificates
- Certified copies of formation documents
- Bring down letters
- Independent director appointments
- Contract agent for process
- Merger, dissolution and cancellation filings



If your clients are in global markets now or plan to be...

- Merging with or acquiring companies with existing global operations
- Adding or changing global locations
- Adding or changing lines of business overseas
- Changing overseas business names
- Refinancing
- Closing or selling entities abroad

Help them stay compliant where they do business across the globe by taking actions that may include the following:

- Obtaining good standing certificates (or equivalent)
- Obtaining bring down letters
- Filing formation documents
- Filing delinquent annual reports
- Conduct due diligence searches (lien and court searches)
- Engage translation services
- Employ authentication and apostille certification services
- Engage international process agent services

Contact us to help meet your year-end deadlines.

[wolterskluwer.com/en/solutions/
ct-corporation/services-for-law-firms](http://wolterskluwer.com/en/solutions/ct-corporation/services-for-law-firms)



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