

Business Legal Review Questions

Are your Michigan Annual Reports up to date	Yes / No
Have you registered any Assumed Names	Yes / No
Are your agreements (Operating Agreement / Bylaws) up to date?	Yes / No
When was the last time you held an Annual Meeting?	
Are your corporate record books accurate and up to date?	Yes / No
Do you have a current list of shareholders/members?	Yes / No
Do you have a written buy/sell agreement?	Yes / No
Current, Pending, or Anticipated Actions and/or Litigation	Yes / No
Intellectual Property (Patents, Trademarks, Trade Secrets, Technology, etc.)	Yes / No
Asset inventory	Yes / No
Contracts up to date	Yes / No
Suppliers	Yes / No
Customers	Yes / No
Leases	Yes / No
Permits and Licenses	Yes / No
Employment agreements reviewed	Yes / No
Key person	Yes / No
Others	Yes / No
Employee Handbooks	Yes / No
Confidentiality agreements	Yes / No
Non-compete agreements	Yes / No
Stay agreement	Yes / No
ESOP or other employee ownership program?	Yes / No
Children or other Key Employees working in business?	Yes / No
Estate plan reviewed and updated	Yes / No
Disability Plan	Yes / No