



Your Company Records Dataroom can be customized to include additional folders and subfolders to better meet your business records needs, but the following is an example of what a portion of the folder directory for a Company Records Book generally looks like:

FOLDER DIRECTORY - COMPANY RECORDS BOOK

- 📁 Articles of Incorporation/Organization
 - 📁 Articles and Amendments
 - 📁 Annual/Periodic Reports
 - 📁 Certificate of Good Standing
- 📁 Bylaws/Operating Agreement
- 📁 Ownership Information
- 📁 Trademarks/Trade Names
- 📁 Patents, Licensing Agreements and Other Intellectual Property
- 📁 Foreign Qualifications
- 📁 IRS Information
 - 📁 'S' Election
 - 📁 Employee Identification Number (EIN)
- 📁 Minutes/Resignations
 - 📁 Board of Director/Manager
 - 📁 Shareholder/Member
 - 📁 Resignations
- 📁 Buy-Sell/Shareholder/Buy-Back Agreements