

SAMPLE: FIRST MEETING OF THE DIRECTORS CHECKLIST

- Pick someone to take notes of the meeting (the “minutes”).
- Make by-laws (the rules of the corporation).
 - By-laws must be approved by the shareholders at the first shareholder meeting.
- Choose forms for share certificates and corporate records.
- Issue shares.
- Appoint officers.
- Appoint an auditor to hold office until the first meeting of the shareholders.
- Make a banking plan.
- Any other business you want to address.
- Create a minute book.
 - Place copy of minutes in the minute book.
 - Keep the minute book at the registered office of the corporation.