

This volume, containing 90+ automated forms, provides you a convenient, single resource for all of your business organization cases. All of the forms are from The Florida Bar Legal Forms and Worksheets. The volume contains automated forms that span the life cycle of a corporation from incorporation to dissolution, including Florida Corporations and Foreign Corporations.

## **ATTORNEY-CLIENT**

- 1-10 New Client Information Form
- 1-15 Entity Information Form
- 1-20 Letter to Prospective Client Declining Representation
- 1-25 New Client Letter
- 1-30 Attorney Fee Letter Agreement
- 1-35 Attorney Fee Agreement for Hourly Clients (Short Form)
- 1-40 Receipt for Client Documents
- 1-45 Letter to Client Indicating Decision to Form Entity
- 1-50 Organization Checklist
- 1-55 Letter Identifying Client
- 1-60 Client Satisfaction and Acknowledgment Form

## **CORPORATIONS**

- 3-01 Articles of Incorporation
- 3-02 Certificate of Designation - Registered Agent and Office (Corporation)
- 3-03 Articles of Amendment - FS 607 0602 (Corporation)
- 3-03a Articles of Amendment - General - FS 607 1006 (Corporation)
- 3-04 Statement of Change - Registered Agent-Office-Both (Corporation)
- 3-05 Resignation of Registered Agent (Corporation)
- 3-06 Application to Transact Business in Florida (Foreign Corporation)
- 3-07 Application - Registration of Foreign Corporate Name
- 3-08 Renewal Application for Foreign Name Registration (Foreign Corporation)
- 3-09 Amendment - Application to Do Business in Florida (Foreign Corporation)
- 3-10 Articles of Dissolution by Incorporators or Directors (Corporation)
- 3-11 Articles of Dissolution - Corp has Issued Shares or Commenced Business
- 3-12 Bylaws (Corporation)
- 3-13 Resolution Issuing Shares
- 3-14 Resolution Declaring Share Dividend
- 3-15 Dividend Resolution
- 3-16 Subscription Agreement
- 3-17 Agreement Among Shareholders - Right of First Refusal
- 3-18 Agreement Among Shareholders - Sale Required on Death-Disability
- 3-19 Legend Indicating Voting - Shareholders' Agreement
- 3-20 Voting Trust Agreement
- 3-21 Notice of Annual Meeting of Shareholders
- 3-22 Notice of Special Meeting of Shareholders
- 3-23 Waiver of Notice-Special Meeting of Shareholders
- 3-24 Statement of Consent to Action (Corporation)
- 3-25 Notice of Meeting of Board of Directors
- 3-26 Waiver of Notice of Meeting of Board of Directors
- 3-27 Unanimous Written Consent in lieu of First Mtg of Bd of Dir
- 3-28 Directors' Written Consent to Action
- 3-35 Minutes of Organizational Meeting - Incorporators
- 3-40 Minutes of Organizational Meeting - Directors
- 3-45 Minutes - Annual Meeting of Shareholders and Directors
- 3-50 Minutes - Special Meeting of Shareholders
- 3-55 Minutes - Special Meeting of Directors
- DOS3-60 Articles of Correction (Corporation)
- DOS3-65 Resignation of Officer or Director for a Corporation
- DOS3-70 Affidavit to Change or Add Officers or Directors or Both (Foreign Corp)
- DOS3-75 Withdrawal of Authority to Transact Business in FL (Foreign Corporation)
- DOS3-80 Articles of Revocation of Dissolution (Profit Corporation)
- DOS3-85 Articles of Revocation of Dissolution (Not for Profit Corporation)
- DOS3-90 Reinstatement (Corporation)

- DOS3-95 Application for Reinstatement and Reincorporation (Not for Profit Corp)
- DOS3-100 Resolution to Adopt an Alternate Name (Foreign Corporation)
- DOS3-105 Resolution to Change the Alternate Name (Foreign Corporation)
- DOS3-110 Resolution to Withdraw an Alternate Name (Foreign Corporation)
- DOS3-115 Certificate of Conversion for FL Profit Corp into Other Business Entity
- DOS3-120 Certificate of Conversion for Other Business Entity into FL Profit Corp
- DOS3-125 Articles of Merger - FS 607 1105 (Profit Corporation)
- DOS3-130 Articles of Merger - FS 617 1105 (Not for Profit Corporation)
- DOS3-135 Articles of Merger - FS 607 1109 or FS 617 0302
- DOS3-140 Domestication (Foreign Profit Corporation)
- DOS3-145 Domestication (Foreign Not for Profit Corporation)

## **PARTNERSHIPS**

- 5-01 Basic General Partnership Agreement
- 5-02 Partnership Registration Statement
- 5-03 Amendment to Partnership Registration
- 5-04 Cancellation of Partnership Registration
- 5-05 Statement of Partnership Authority
- 5-06 Statement of Dissociation for Partnership
- 5-07 Statement of Dissolution for Partnership
- 5-08 Statement of Denial for General Partnership
- 5-09 Certificate of Partnership Merger
- 5-10 Amendment to Partnership Statement or Certificate
- 5-11 Cancellation of Partnership Statement or Certificate
- DOS5-11a Certificate of Conversion for FL Partnership into Other Organization
- DOS5-11b Certificate of Conversion for Other Organization into FL Partnership

## **LIMITED PARTNERSHIPS**

- 5-12 Limited Partnership Agreement
- 5-13 Certificate of Limited Partnership
- 5-14 Affidavit of Capital Contributions (Florida LP)
- 5-15 Supplemental Affidavit - Capital Contributions (Florida LP)
- 5-16 Statement of Change - Registered Agent-Office-Both (Florida LP)
- 5-17 Amendment of Certificate of Limited Partnership
- 5-18 Certificate of Dissolution (Florida LP)
- DOS5-18a Notice of Dissolution (Florida LP or LLLP)
- DOS5-18b Resignation of Registered Agent (LP or LLLP)
- DOS5-18c Reinstatement (LP)
- DOS5-18d Statement of Termination (Florida LP or LLLP)
- DOS5-18e Certificate of Revocation of Dissolution (Florida LP or LLLP)
- DOS5-18f Statement of Dissolution for General Partner (LP or LLLP)
- DOS5-18g Statement of Correction (LP or LLLP)
- DOS5-18h Certificate of Conversion for Florida LP or LLLP into Other Organization
- DSO5-18i Certificate of Conversion for Other Organization into Florida LP or LLLP
- DOS5-18j Certificate of Merger (Florida LP or LLLP)

## **FOREIGN LIMITED PARTNERSHIPS**

- 5-19 Application for Certificate of Authority to Transact Business (Foreign LP)
- 5-20 Application to Obtain Amended Certificate of Authority (Foreign LP)
- 5-21 Affidavit of Capital Contributions (Foreign LP)
- 5-22 Supplemental Affidavit - Capital Contributions (Foreign LP)
- 5-23 Notice of Cancellation (Foreign LP)
- DOS5-23a Affidavit to Adopt an Alternate Name (Foreign LP or LLLP)

## **REGISTERED LIMITED LIABILITY PARTNERSHIPS**

- 5-24 Statement of Qualification - Florida Registered LLP
- 5-25 Statement of Qualification - Foreign Registered LLP

**LIMITED LIABILITY COMPANIES**

---

- 11-01 Articles of Organization (LLC)
- 11-02 Certificate of Registered Agent-Office (LLC)
- 11-03 Transmittal Letter - Resignation of Registered Agent (LLC)
- 11-04 Change of Registered Agent-Office-Both (LLC)
- 11-05 Resignation of Registered Agent (LLC)
- 11-06 Articles of Amendment to Articles of Organization (LLC)
- 11-07 Articles of Dissolution (LLC)
- 11-08 Articles of Revocation of Dissolution (LLC)
- 11-09 Application for Authorization to Transact Business (Foreign LLC)
- 11-10 Application to File Amendment to Apply to Transact Business (Foreign LLC)
- 11-11 Application for Withdrawal of Authority to Transact Business (Foreign LLC)
- 11-12 Certificate of Merger
- 11-13 Articles of Correction (LLC)
- 11-14 Certificate of Conversion
- 11-16 Limited Liability Company Reinstatement
- 11-20 Operating Agreement (Company Agreement) (LLC)
- 11-25 Resignation of Member, Managing Member or Manager
- 11-30 Transmittal Letter - Articles of Organization (LLC)
- 11-35 Transmittal Letter - Articles of Amendment (LLC)
- 11-40 Transmittal Letter - Articles of Dissolution (LLC)
- 11-45 Transmittal Letter - Other (LLC)
- DOS11-50 Written Consent to Adopt Alternate Name (LLC)
- DOS11-55 Resolution to Renounce an Alternate Name (LLC)
- DOS11-60 Certificate of Conversion for Florida LLC into Other Business Entity
- DOS11-65 Certificate of Conversion for Other Business Entity into Florida LLC

**MISCELLANEOUS**

---

- DOS30-10 Application for Registration of Fictitious Name
- DOS30-15 Application for Renewal of Fictitious Name
- DOS30-20 Designation of Registered Agent and Office for Alien Business Organization
- DOS30-25 Change of Registered Agent and/or Office for Alien Business Organization
- DOS30-30 Resignation of Registered Agent for Alien Business Organization
- DOS30-35 Application for Certificate of Withdrawal for Alien Business Organization