

# INITIAL MEETING AGENDA

**PLACE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**PERSONS IN ATTENDANCE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NAME OF CORPORATION:** \_\_\_\_\_

## 1.- INFORMATION FOR CLIENT

- a) Legal status of the shareholder with regard to the Corporation:
  - i) shareholder, director, officer;
  - ii) duties and obligations.
- b) Protective purpose of a shareholder agreement:
  - i) protection of shareholders;
  - ii) survival of the Corporation.
- c) Different types of shareholder agreements:
  - i) buy-sell agreement;
  - ii) shareholder agreement (long form);
  - iii) unanimous shareholder agreement.
- d) Planning role played by the agreement with respect to the personal affairs of the shareholders as well as estate and tax planning.

## 2.- CLIENT REQUIREMENTS

- a) Future plans of each shareholder;
- b) Collection of data regarding current legal and economic status of each shareholder;
- c) Shareholders' intentions.