



A LIMITED LIABILITY PARTNERSHIP WITH  
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ATTORNEYS AND COUNSELORS AT LAW  
6666 NW 39th Expressway  
Bethany, Oklahoma 73008

## CORPORATE UPDATE WORKSHEET

Instructions: Please return this worksheet completely filled out in the enclosed self addressed stamped envelope. Once you have provided us with this information we can fully update the corporate minutes. For a discussion of the importance of many of these items, please refer to the letter attached. Please circle YES or NO to each question. Only answer the subsequent question if your answer is YES. If you need more space to answer a question, please feel free to write on the back of the page or attach additional sheets as necessary.

### I. CAPITAL EQUIPMENT ACQUISITIONS AND LOANS

1. Has your Corporation made any capital equipment acquisitions since the date of its last annual meeting?

**YES**

**NO**

2. If so, were any of these capital equipment acquisitions made outside the normal, ordinary course of your Corporation's operations?

**YES**

**NO**

3. If **YES**, please list the following information about each acquisition:

Date	Seller	Asset Purchased	Purchase Price

4. Has your Corporation borrowed any money, other than routine credit transactions since the date of its last annual meeting, which you would consider to be outside the scope of your Corporation's ordinary business transactions?

**YES**

**NO**

5. If **YES**, please list the following information about each loan:

Date	Creditor/Debtor	Purpose of Loan	Principal/ Interest Rate

**II. INSIDER INFORMATION AND TRANSACTIONS**

1. Who will the Board of Directors elect as officers of the Corporation and what respective titles will they have, for the upcoming year?  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_
2. Who will the Shareholders elect as members of the Board of Directors, for the upcoming year?  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_
3. Has any current, future, or past officer or director loaned money to the Corporation since the date of its last annual meeting?  
**YES**                      **NO**
4. If **YES**, then please provide the following information:

<b>Date of Loan</b>	<b>Officer/Director</b>	<b>Loan Principal</b>	<b>Interest Rate</b>

5. Has the Corporation loaned money to any current, future, or past officers since the date of its last annual meeting?  
**YES**                      **NO**
6. If **YES**, then please provide the following information:

<b>Date of Loan</b>	<b>Officer/Director</b>	<b>Loan Principal</b>	<b>Interest Rate</b>

7. Have any current, future, or past officers sold anything to the Corporation since the date of its last annual meeting which has or had a fair market value of over \$1,000.00, or where all items sold had an aggregate value exceeding \$1,000.00?  
**YES**                      **NO**
8. If **YES**, then please provide the following information:

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Date of Purchase	Officer/Director	Asset	Cost/Fair Market Value

9. Has any current, future, or past officer bought anything from the Corporation since the date of its last annual meeting which has or had a fair market value of over \$1,000.00, or where all items bought had an aggregate value exceeding \$1,000.00?

**YES**                      **NO**

10. If **YES**, then please provide the following information:

Date of Purchase	Officer/Director	Asset	Cost/Fair Market Value

**III. COMPENSATION OF OFFICERS: BONUSSES & RAISES**

1. Has any officer been awarded any bonuses since the date of the last annual meeting?

**YES**                      **NO**

2. If **YES**, please provide the following information regarding bonuses:

Date of Bonus	Employee	Reason for Bonus	Amount of Bonus

3. Has any officer been awarded any raises since the date of the last annual meeting?

**YES**                      **NO**

4. If **YES**, please provide the following information:

Date of Raise	Employee	Reason for Raise	Amount of Raise


**IV. AUTHORIZATION FOR FUTURE BONUSES**

1. Will your company distribute bonuses to any officers this year?

**YES**                      **NO**

2. What factors determine whether bonuses will be given to officers?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

3. What factors determine whether a particular officer will receive a bonus and the amount of that bonus?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

4. What is the maximum amount your Corporation may authorize for the payment of bonuses to officers by the end of the current fiscal year?

**THE CORPORATION MAY AUTHORIZE UP TO \$\_\_\_\_\_ IN BONUSES TO OFFICERS THIS YEAR.**

5. Can you determine a specific amount to award each officer for his or her bonus by the end of the year at this time?

**YES**                      **NO**

6. If **YES**, what amounts can you pre-authorize for bonuses to be paid to officers by the end of the current fiscal year?

**THE CORPORATION MAY AUTHORIZE EXACTLY \$\_\_\_\_\_ IN BONUSES TO OFFICERS THIS YEAR.**

7. Who will have the discretion to award bonuses?

\_\_\_\_\_

**V. SHAREHOLDER INFORMATION AND OUTSTANDING STOCK VERIFICATION**

1. Please list all shareholders in your corporation and the number of shares each of them own according to your tax return records?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_



