

## ANNUAL BUSINESS COMPLIANCE CHECKLIST

Maintaining your business can be tricky and time consuming for any owner, and ensuring you have met your business's annual compliance requirements can be a large part of that maintenance. Use the list below to determine which filings your business may require based on this year's activities and changes.

### If your business had any of these activities:

- Added or changed locations
- Added or changed lines of business
- Changed your business name
- Refinanced
- Closed or sold entities
- Merger or Acquisition
- Corporate spin-off

### Make sure that you file:

- Conversion filings
- Dissolution/Withdrawal
- Merger integration filings
- Reinstatement filings
- Name renewal filings
- Filing annual reports
- Update business licenses

### If in the upcoming year your business will:

- Added or changed locations
- Added or changed lines of business
- Changed your business name
- Refinanced
- Closed or sold entities
- Merger or Acquisition
- Corporate spin-off

### Make sure that you file:

- Good standing certificates
- Bring down letters
- Conversion filings
- Name reservation filings
- Assumed name filings
- Filing delinquent annual reports
- Updated business licenses

### If your in the global market and plan to:

- Merging with or acquiring companies with existing global operations
- Adding or changing global locations
- Adding or changing lines of business overseas
- Changing overseas business names
- Refinancing
- Closing or selling entities abroad

### Make sure that you file:

- Certificates of Good Standing (or equivalent)
- Domiciliation Services
- Incorporation
- Liquidation of Entities
- Search Work
- Chamber of Commerce Extract
- Director Changes
- Translation Services
- Apostille Certification Services
- International Process Agent Services