

Continuing Corporate Maintenance

McKee Law Office established this service to provide business compliance solutions to private companies. Annual Corporate Maintenance and Filings are critical for maintaining the corporate shield that protects your personal assets from liability. If you do not file your annual corporate filings, you are at risk of:

- **Losing** your corporate liability protection
- Losing your corporate entity and becoming a **solo proprietor**
- Increasing your personal liability for **business lawsuits**
- Losing **exclusive** use of your business name

Even if you are the only shareholder, director, and officer of your company, failing to maintain your corporate formalities exposes you to the same risk. The Continuing Corporate Maintenance (CCM) service ensures that you avoid these risks. The program helps your company meet all necessary corporate legal formalities. CCM includes the following services:

- Prepare standard annual meeting minutes for shareholders and the board of directors, even if the same person holds all positions.
- Act as your company's Pennsylvania Registered Agent.
- Provide an annual company audit and compliance questionnaire to identify compliance issues and keep the corporate records accurate and current.
- Maintain a compliance calendar for all your annual report and franchise tax filing deadlines.
- Make conference room facilities available for meetings.

CCM allows you to save time while we manage your bureaucratic and administrative paperwork. For a fixed fee of \$250 per year, you will receive 12 months of continued corporate maintenance. Call us to discuss your options at 1-800-224-1985 or 215-242-5260.

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