

CLIENT: _____

FILE: _____ DATE: _____

ANNUAL LIMITED LIABILITY COMPANY QUESTIONNAIRE

In the past year, have any of the following events occurred and if so, please give particulars, making specific reference to dates of occurrences. Also please note any related questions which you might have.

1. (a) Has the company purchased or leased any substantial assets? If so, please state the item purchased and cost of same.

(b) Has the company purchased any real estate or does it contemplate purchasing any real estate in the near future? If so, please state the address of the property purchased or to be purchased and the sale price for same.

2. (a) Has the company borrowed any money from any financial institution or from any personal lender, especially managers or members? If so, please itemize name of lenders, purpose of loan, amounts, terms, etc.

(b) Has the company lent any funds to members? If so, please itemize amounts, terms, name of member, etc.

14. Has any tax return of the company or of any member or manager been examined by the IRS or any other taxing authority?

15. Has any substantial casualty loss (fire, wind, flood, etc.) been incurred? Please give details.

16. If you do not have a retirement plan (pension or profit sharing) should you consider one at this time? Would you like to consider one now?

17. Has any of the company's property, real or personal, been condemned by the state or federal governments or have you heard any rumors that might cause you to believe that the possibility of such condemnation exists?

18. Has the company begun doing any business in states other than Pennsylvania? If so, please describe briefly.

19. Has the company installed any new employee benefit programs, i.e., health insurance, life insurance, thrift plans, etc., which have not been reviewed by our office? Explain.

20. If any of the company's subsidiaries, divisions, product lines or operations are marginally profitable or unprofitable, indicate whether the company intends to liquidate or divest itself of the entities.
21. Does your latest profit and loss statement show accumulation of earnings or retained earnings in excess of \$250,000.00?
22. If the company has seriously considered any offer of merger or proposal or acquisition in the present fiscal year, please include a brief description of such considerations and their outcome.
23. Has the company entered into any negotiations or given any serious consideration to selling any of its large assets or any portion of its operations? Please give a brief explanation.
24. Have the Wills or estate plans of the members been reviewed recently? Yes_____ No_____
- Would you like to have us review them? Yes_____ No_____
25. Are you aware of any pending or potential labor problems?

26. Have you performed an audit of your personnel practices for compliance with applicable federal, state and local laws and regulations? Including, if applicable: compliance with the access and employment provisions of the Americans With Disabilities Act; implementation of a sexual harassment policy; maintenance of necessary employee immigration law verification forms; handbook or policy review to ensure continued "at-will" status of employees?

Yes _____ No _____

29. Have you performed any audits to ensure compliance with federal, state and local laws and regulations relating to environmental matters, including requirements with regard to record keeping, disposal, worker right to know information, etc.? Have you been notified of any EPA, DER or other state regulatory agency investigations on your property, or on property contiguous to yours? Have you obtained all necessary permits for underground storage tanks on your property or controlled by you?

Yes _____ No _____

30. Do you wish to have the actual annual meetings? Yes _____ No _____

Signature

Title

If you do not digitally sign this document
you may email it and postal mail a signed copy



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