**Corporation Operating Agreement Form**

 **This Corporation Operating Agreement ("Agreement") is made on the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20, by and between:**

**1. Company Information**

* **Corporation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date of Incorporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **State of Incorporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Principal Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Board of Directors
The Board of Directors shall include:**

* **Director 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Director 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Director 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
The term of service for each director shall be \_\_\_\_\_\_\_ years.**

**3. Shareholders and Shares**The Corporation has authorized \_\_\_\_\_\_ shares of common stock. Each shareholder’s details, including share percentages, must be recorded in the corporation’s official records.

**4. Voting and Decision-Making**All major decisions require approval by a minimum of \_\_\_\_% of shareholders. Board meetings shall occur on a quarterly basis or as required.

**5. Financial Reporting**The Corporation shall prepare an annual financial report, including profit and loss statements. All tax obligations are the responsibility of the Corporation.

**6. Signatures
Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**