

# Action by Incorporator

- ⏪ After a new company has been incorporated, this document is used by the person who is the incorporator is completed to “hand off” the remaining organization chores to the directors and officers.
- ⏪ The incorporators elect the first board of directors of the new corporation. After the new board of directors is selected, the incorporator’s job is essentially completed.
- ⏪ The board of directors will then take the remaining actions needed to start up the new corporation – usually take these initial steps through unanimous written consent.
- ⏪ See also the “Director’s Consent...” for the document used in lieu of a formal meeting for approving things like bylaws, electing officers, opening bank accounts, issuing stock, approving a lease, etc.
- ⏪ This form also states that each incorporator waives any claim against the corporation for stock or property as compensation for incorporator duties.
- ⏪ While the incorporators normally do not receive any compensation for these limited administrative duties, it is best to make sure that each incorporator formally acknowledges that he or she is not expecting compensation in the form of stock or property of the corporation.

# Action by Incorporator

Effective Date:                    **[Date]**

The undersigned, [Incorporator], being the sole incorporator of [Company Legal Name] (the "Corporation"), according to governing law, does hereby take the following action:

The undersigned hereby elects the following persons to be directors of the corporation, to serve until the first annual meeting of stockholders or until their successors are elected and qualified:

- [Director's Names]
- Xxx
- xxx

As of the Effective Date, the undersigned hereby waives all right, title and interest in and to any stock or property of the Corporation and any right in the management thereof arising out of or connected with performing duties as incorporator.

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[Incorporator]

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Date