

MOD 2 Job Aid: Basic Business Structure and Governance Documents

Privately Held and Publicly Held Corporations	Limited Liability Company (LLC)	Limited Partnership (LP)	General Partnership	Joint Venture
Articles of Incorporation	Certificate of Formation or Articles of Organization	Certificate of Limited Partnership	Certificate of General Partnership	
Certificate of Incorporation Corporate By-Laws Loan agreements Shareholder Agreements (either shares are traded publicly or not publicly available) Purchase Agreements	Operating Agreement	Partnership Agreement	Partnership Agreement	Joint Venture Agreement
Corporate Stock Ledger indicating stockholders name(s)	Membership list with member/manager name(s)	Partnership list with limited/general partner name(s)	Partnership list with limited/general partner name(s)	
Overall percentage(s) of ownership, and the most recent copy of Board Meeting minutes.	Overall percentage(s) of capital commitment	Overall percentage of capital commitment.	All partners control equally	JV partners share venture profits/losses and control
Letters of intent Partnership or Joint Venture Agreements Business Licensing and/or patent agreements Company's financial reports and any teaming arrangements if applicable	Business License	Business License	Business License	Business License