# **Index**

ALIEN INVESTMENTS—Cont'd

**BLUE SKY LAWS** 

Underwriters, **4:12**, **4:13** 

**BOOKS AND PAPERS** 

Mergers and acquisitions, checklists, 1:8, 1:53

**Records and Recording** (this index)

#### Mergers and acquisitions, checklists—Cont'd Mergers and acquisitions, 1:2 registration of foreign agents, 1:23 ACCOUNTING taxation, 1:32 Mergers and acquisitions, checklists telecommunications, 1:18 generally, 1:12 Trading with the Enemy Act, 1:33 controlling block, purchase and sale of, 1:43 ANNUAL STOCKHOLDERS' MEETINGS dividends and stock splits, 1:65 Charters, bylaws, and other corporate documents, issuer, purchase of stock by, 1:59 2:16, 2:24, 2:25, 2:28 **ACQUISITIONS AND MERGERS** ANTITRUST LAWS **Mergers and Acquisitions** (this index) Mergers and acquisitions, checklists **AFFIDAVITS** generally, 1:10 Charters, bylaws, and other corporate documents, Federal law issues, 1:39 affidavit of mailing of notice of stockholdforeign laws, 1:40 ers' meeting, 2:18 reports and other filings, 1:14 **AGENDA** APPRAISAL RIGHTS Charters, bylaws, and other corporate documents, Mergers and acquisitions, 1:2 agenda (script) for stockholders' meeting, ATOMIC ENERGY ACT OF 1954 Mergers and acquisitions, 1:21 **AGREEMENTS Contracts and Agreements** (this index) ATTENDANCE SLIP Charters, bylaws, and other corporate documents, AGRICULTURE FOREIGN INVESTMENT stockholders' meetings, 2:23 DISCLOSURE ACT Mergers and acquisitions, 1:29 AVIATION Mergers and acquisitions, alien investments, AIR TRANSPORTATION checklists, 1:16 Mergers and acquisitions, alien investments, checklists, 1:16 BALLOTS Charters, bylaws, and other corporate documents, **ALIEN INVESTMENTS** ballot for stockholders' meeting, 2:24 to Mergers and acquisitions, checklists 2:26 generally, 1:15 to 1:34 BANKRUPTCY LAWS Agriculture Foreign Investment Disclosure Act, 1:29 Mergers and acquisitions, checklists air transportation, 1:16 generally, 1:12 banking, **1:17** issuer, purchase of stock by, 1:50 communications, 1:18 **BANKS AND BANKING** customhouse brokers, 1:19 Investment banking agreements, 8:1, 8:2 defense, 1:20 Mergers and acquisitions, alien investments, direct investment, 1:24 checklists, 1:17 energy, 1:21 BERRY AMENDMENT Exon-Florio Act, 1:22 government benefits, 1:25 Mergers and acquisitions, 1:26

**ABANDONMENT** 

government contracts, 1:26

maritime matters, 1:30

national defense, 1:20

mining, 1:31

patents, 1:34

lands, foreign ownership, 1:29

#### CERTIFICATES AND CERTIFICATION **BROKERS** -Cont'd Mergers and acquisitions, checklists Mergers and acquisitions, certificates of stock, customhouse brokers, alien investments, 1:19 checklists, 1:12 reports and other filings, 1:14 CHARTERS, BYLAWS, AND OTHER **BUY AMERICAN ACT** CORPORATE DOCUMENTS Mergers and acquisitions, 1:26 As to particular corporate documents, see more **BUY SELL AGENCY** specific topics Mergers and acquisitions, 1:2 Generally, 2:1 et seq. Affidavit of mailing of notice of stockholders' **BYLAWS, CHARTERS, AND OTHER** meeting, 2:18 CORPORATE DOCUMENTS Agenda (script) for stockholders' meeting, 2:27 Charters, Bylaws, and Other Corporate Docu-Annual meeting of stockholders, 2:16, 2:24, **ments** (this index) 2:25, 2:28 Attendance slip of stockholders' meetings, 2:23 CASH PURCHASE OF STOCK OR ASSETS Ballot for stockholders' meeting, 2:24 to 2:26 Mergers and acquisitions Bylaws, generally, 2:3, 2:4 generally, 14:1 to 14:9 Certificates and certification closing memoranda, 11:2, 11:4, 11:5 constituent corporations, resolutions of, 12:4, incorporation 15:4, 15:9, 15:14, 15:19 Delaware, 2:2 New York charter. 2:1 director resolutions, generally, 10:2, 10:5, inspector of stockholders' meeting, 2:21 10:12, 10:14, 10:15 secretary's certification merger sub resolutions by-laws, 2:37 director resolutions. 15:44 director resolutions, 2:38 stockholder resolutions, 15:49 incumbency of officers, 2:40 portion of stock, 10:10 resolutions, 2:34, 2:39 stockholder resolutions, generally, 10:7, 10:9, stockholder resolutions. 2:39 10:17, 10:19, 10:20 Certificates of incorporation triangular mergers Delaware, 2:2 director resolutions of disappearing corpora-New York charter, 2:1 tion, 15:34 Checklists director resolutions of merger sub, 15:44 mergers and acquisitions, 1:4 director resolutions of surviving corporation, stockholders' meetings, 2:30 15:24 Consent stockholder resolutions of disappearing directors, 2:36 corporation, 15:39 stockholders, 2:14 stockholder resolutions of merger sub, 15:49 Cumulative voting at stockholders' meetings, stockholder resolutions of surviving corporation, 15:29 Debt, offering of, 2:45, 2:50, 6:8, 6:13 WOS resolutions Delaware director resolutions, 10:22, 10:24, 10:25 by-laws, 2:4 stockholder resolutions, 10:26, 10:29 certificate of incorporation, 2:2 CERTIFICATES AND CERTIFICATION minutes of incorporators meeting, 2:7 Charters, bylaws, and other corporate documents statement of organization, 2:8 incorporation stockholders' meeting, checklist for, 2:30 Delaware, 2:2 waiver of notice of incorporators meeting, 2:5 New York charter, 2:1 Directors and officers inspector of stockholders' meeting, 2:21 generally, 2:31 to 2:36 secretary's certification consent, 2:36 by-laws, 2:37 meetings, generally, 2:11, 2:12 director resolutions, 2:38 memorandum to directors and officers regardincumbency of officers, 2:40 ing going public, 6:1 to 6:3 resolutions, 2:34, 2:39 minutes of meeting, 2:33

notice of meeting, generally, 2:32

stockholder resolutions, 2:39

CHARTERS, BYLAWS, AND OTHER CORPORATE DOCUMENTS—Cont'd	CHARTERS, BYLAWS, AND OTHER CORPORATE DOCUMENTS—Cont'd
Directors and officers—Cont'd	New York—Cont'd
resignation, 2:35	waiver of notice of incorporators meeting, 2:6
resolutions	Notice. Meetings, above
secretary's certification, 2:34	Oath of inspector of stockholders' meeting, 2:22
stockholders' meetings, 2:34	Offerings. Resolutions, below
secretary's certification	Officers and directors
by-laws, <b>2:37</b>	generally, 2:31 to 2:36
director resolutions, 2:38	consent, 2:36
incumbency of officers, 2:40	meetings, generally, 2:11, 2:12
resolutions, <b>2:34</b> , <b>2:39</b>	memorandum to directors and officers regard-
stockholder resolutions, 2:39	ing going public, 6:1 to 6:3
waiver of notice of meeting, 2:31	minutes of meeting, 2:33
Going public, corporate documents relating to,	notice of meeting, generally, 2:32 resignation, 2:35
generally, <b>6:1 et seq.</b> Incorporation papers, generally, <b>2:5 to 2:13</b>	resolutions
Incumbency of officers, secretary's certification,	secretary's certification, 2:34
2:40	stockholders' meetings, 2:34
Inspector of stockholders' meeting, 2:21, 2:22	secretary's certification
Mailing of notice of stockholders' meeting, affi-	by-laws, 2:37
davit of, 2:18	director resolutions, 2:38
Meetings	incumbency of officers, <b>2:40</b>
agenda (script) for stockholders' meeting, 2:27	resolutions, <b>2:34, 2:39</b>
attendance slip of stockholders' meetings, 2:23	stockholder resolutions, 2:39
ballot for stockholders' meeting, 2:24 to 2:26	waiver of notice of meeting, 2:31
checklist for stockholders' meetings, 2:30	Preferred stock, offerings of, <b>2:49</b>
directors, above	Pricing resolutions, 2:46 to 2:50, 6:9 to 6:13
inspector of stockholders' meeting, 2:21, 2:22	Private placement. Resolutions, below
mailing of notice of stockholders' meeting,	Proxies, 2:19, 2:20
affidavit of, 2:18	Resignation of directors, 2:35
minutes of meeting	Resolutions
generally, <b>2:7</b> , <b>2:9</b> , <b>2:12</b>	generally, 2:41 to 2:50
annual meeting of stockholders, 2:28	debt, offering of, 2:45, 2:50, 6:8, 6:13
directors, 2:33	directors
special meeting of stockholders, 2:29	secretary's certification, 2:34
stockholders' meetings, 2:28, 2:29	stockholders' meetings, 2:34
notice of meetings, generally, 2:16, 2:17	one share and one warrant, offering of units
stockholders' meetings, <b>2:14 to 2:30</b> waiver of notice of meeting, generally, <b>2:5</b> ,	consisting of, 2:42, 2:43, 2:47, 2:49, 6:5,
2:6, 2:11	6:6, 6:10, 6:11
Memorandum to directors and officers regarding	preferred stock, offerings of, 2:44, 2:49
going public, 6:1 to 6:3	pricing resolutions, 2:46 to 2:50, 6:9 to 6:13
Mergers and acquisitions, checklists, <b>1:4</b>	private placement, generally, 2:41 to 2:50
Minutes of meeting	secretary's certification, 2:34, 2:39
generally, <b>2:7</b> , <b>2:9</b> , <b>2:12</b>	selling stockholders, generally, <b>6:4, 6:7</b>
annual meeting of stockholders, 2:28	stock offerings, generally, 2:41, 6:4, 6:7
directors, 2:33	Script for stockholders' meeting, 2:27
special meeting of stockholders, 2:29	Secretary's certification
stockholders' meetings, 2:28, 2:29	by-laws, <b>2:37</b>
New York	director resolutions, 2:38
by-laws, <b>2:3</b>	incumbency of officers, 2:40
charter, 2:1	resolutions, 2:34, 2:39
minutes of incorporators meeting, 2:9	stockholder resolutions, 2:39
statement of organization, 2:10	Selling stockholders. Resolutions, below
stockholders' meeting, checklist for, 2:30	Special stockholders' meetings, 2:17, 2:26

CHARTERS, BYLAWS, AND OTHER CORPORATE DOCUMENTS—Cont'd Statement of organization, 2:8, 2:10	CHECKLISTS—Cont'd  Mergers and acquisitions—Cont'd  brokers
Stockholders papers, generally, 2:14 to 2:30	customhouse brokers, alien investments,
Subscriptions to stock, 2:13 Waiver of notice. Meetings, above	1:19 reports and other filings, 1:14
	certificates of stock, 1:12
CHECKLISTS	charters and bylaws, 1:4
Charters, bylaws, and other corporate documents	communications, alien investments, 1:18
mergers and acquisitions, 1:4	confidentiality agreements, 1:12
stockholders' meetings, 2:30	contracts and agreements
Mergers and acquisitions generally, <b>1:1 to 1:36</b>	controlling block, purchase and sale of, 1:42
accounting treatment	dividends and stock splits, 1:65
generally, 1:12	friendly tender offer, 16:1, 16:3
controlling block, purchase and sale of, <b>1:43</b>	government contracts
dividends and stock splits, 1:65	foreign investments, 1:26
issuer, purchase of stock by, 1:59	material agreements and related matters,
Agriculture Foreign Investment Disclosure	1:6
Act, <b>1:29</b> air transportation, alien investments, <b>1:16</b>	notification to stockholders and others, 1:13
alien investments in United States	hostile tender offer, 16:2
generally, 1:15 to 1:34	hostile tender offer that become friendly,
Agriculture Foreign Investment Disclosure	16:3
Act, <b>1:29</b>	international agreements, commitments, and
air transportation, 1:16	treaties, 1:27, 1:32 issuer, purchase of stock by, 1:51
banking, <b>1:17</b>	material agreements and related matters, <b>1:6</b>
communications, 1:18	noncompetition agreements, 1:12
customhouse brokers, 1:19	notification to stockholders and others, 1:13
defense, 1:20	controlling block, purchase and sale of, 1:37 to
direct investment, 1:24	1:46
energy, <b>1:21</b>	customhouse brokers, alien investments, <b>1:19</b>
Exon-Florio Act, 1:22	defense, alien investments, 1:20
government benefits, 1:25	disclosure
government contracts, <b>1:26</b> lands, foreign ownership, <b>1:29</b>	Agriculture Foreign Investment Disclosure
maritime matters, 1:30	Act, <b>1:29</b>
mining, 1:31	Foreign Agents Registration Act, 1:23
national defense, 1:20	foreign direct investment, 1:24
patents, 1:34	meeting of stockholders, notice of, 1:2
registration of foreign agents, 1:23	dividends and stock splits, 1:63 to 1:65
taxation, 1:32	employees and employee benefits, 1:12, 1:14,
telecommunications, 1:18	1:39
Trading with the Enemy Act, 1:33	energy, alien investments, 1:21
antitrust laws	examination of documents in connection with
generally, 1:10	acquisition
Federal law issues, 1:39	generally, <b>1:35</b> , <b>1:36</b>
foreign laws, 1:40	underwriters and their lawyers in connection with public offerings, <b>1:66</b> , <b>1:67</b>
reports and other filings, 1:14	Exon-Florio Act, 1:22
authority for acquisition, 1:5	federal laws, generally, 1:8
banking, alien investments, 1:17	files and filing
bankruptcy laws	generally, <b>1:14</b> , <b>1:62</b>
generally, 1:12	examination of documents in connection
issuer, purchase of stock by, 1:50	with acquisition
blue-sky laws, <b>1:8, 1:53</b>	generally, <b>1:35</b> , <b>1:36</b>

CHECKLISTS—Cont'd	CHECKLISTS—Cont'd
Mergers and acquisitions—Cont'd	Mergers and acquisitions—Cont'd
files and filing—Cont'd	retirement of purchased stock, 1:60
examination of documents in connection	specially regulated industries, 1:12, 1:55
with acquisition—Cont'd	state laws, generally, 1:2, 1:8
underwriters and their lawyers in connec-	taxation
tion with public offerings, 1:66, 1:67	generally, 1:11
foreign state or country, generally, 1:3, 1:12,	alien investments, 1:32
1:15 to 1:34	controlling block, purchase and sale of, 1:39
government benefits, alien investments, 1:25	dividends and stock splits, 1:65
government contracts	issuer, purchase of stock by, 1:58
foreign investments, 1:26	telecommunications, alien investments, 1:18
material agreements and related matters, 1:6	Trading with the Enemy Act, 1:33
notification to stockholders and others, 1:13	underwriters and their lawyers, examination of
international matters, generally, 1:3, 1:12, 1:15	documents in connection with public
to 1:34	offering, <b>1:66, 1:67</b>
issuer, purchase of stock by, 1:47 to 1:62	warranty obligations, 1:12
judgments, orders, and decrees, 1:12, 1:13	CLASSIFIED INFORMATION
lands, foreign ownership, 1:29, 1:54	Mergers and acquisitions, 1:20
listing requirements	
generally, 1:9	CLOSING MEMORANDA
controlling block, purchase and sale of, 1:41	Mergers and acquisitions, 11:1 et seq.
dividends and stock splits, 1:65	Underwriters, 5:1 to 5:4
issuer, purchase of stock by, 1:52	COMMUNICATIONS
maritime matters, alien investments, 1:30	Mergers and acquisitions, alien investments,
material agreements and related matters, 1:6	checklists, 1:18
meeting of stockholders, notice of, 1:2	
memberships of acquired company, 1:12	COMMUNIST COUNTRIES
mining, alien investments, 1:31	Mergers and acquisitions, 1:33
national defense, alien investments, 1:20	CONFIDENTIALITY AGREEMENTS
noncompetition agreements, 1:12	Mergers and acquisitions, checklists, 1:12
notification to stockholders and others	•
generally, 1:13	CONSENT
controlling block, purchase and sale of, 1:45	Charters, bylaws, and other corporate documents
dividends and stock splits, 1:65	directors, 2:36
friendly tender offer, 16:1, 16:3	stockholders, 2:14
hostile tender offer, 16:2	Mergers and acquisitions, consent of stockhold-
hostile tender offer that turns friendly, <b>16:3</b>	ers, <b>1:2</b>
issuer, purchase of stock by, 1:61	CONSOLIDATION AND MERGER
meeting of stockholders, 1:2	Mergers and Acquisitions (this index)
patents, alien investments, 1:34	•
payment problems, 1:12	CONSTITUENT COMPANIES
pending litigation	Mergers and acquisitions
generally, 1:7	cash, stock for, 14:1, 14:3, 14:5
controlling block, purchase and sale of, <b>1:44</b>	checklists, 1:2
records and recording	resolutions for merger, 15:1 to 15:20
generally, 1:14, 1:62	stock-for-cash agreements, 12:4
examination of documents in connection with acquisition	stock for debentures agreements, 13:1
-	stock-for-stock agreements, 12:1, 12:5, 12:8
generally, 1:35, 1:36 underwriters and their lawyers in connec-	stock for stock merger of the constituent
tion with public offerings, <b>1:66</b> , <b>1:67</b>	companies with tender offer, 12:8
registration	CONTRACTS AND AGREEMENTS
federal and state securities laws, <b>1:8</b>	Employment contract, standard form, <b>3:2</b>
foreign agents, 1:23	Escrow agreement
reports, 1:14, 1:62	standard form, 3:4

#### CONTRACTS AND AGREEMENTS—Cont'd CONTROLLING BLOCK Escrow agreement—Cont'd Mergers and acquisitions, purchase and sale, underwriters, 4:10 checklists, 1:37 to 1:46 Investment banking agreements, 8:1, 8:2 **CUMULATIVE VOTING** Mergers and acquisitions Charters, bylaws, and other corporate documents, cash, stock for, 12:4, 14:1 to 14:9 stockholders' meetings, 2:25 checklists CURRENCY AND EXCHANGE LAWS controlling block, purchase and sale of, 1:42 Mergers and acquisitions, 1:3, 1:40 dividends and stock splits, 1:65 **CUSTOMHOUSE BROKERS** government contracts Mergers and acquisitions, alien investments, foreign investments, 1:26 checklists, 1:19 material agreements and related matters, 1:6 DEBTS notification to stockholders and others. Charters, bylaws, and other corporate documents, 1:13 offering of debt, 2:45, 2:50, 6:8, 6:13 international agreements, commitments, and Mergers and acquisitions, common stock treaties, 1:27, 1:32 exchanged for debt issuer, purchase of stock by, 1:51 constituent corporations, resolutions of, 15:5, 15:10 material agreements and related matters, 1:6 disappearing corporations, resolutions of, noncompetition agreements, 1:12 15:15, 15:20 notification to stockholders and others, 1:13 triangular merger, resolutions for notification to stockholders and others, gendirector resolutions of disappearing corporaerally, **1:13** tion, 15:35 company survives, stock for debentures agreedirector resolutions of merger sub, 15:45 ments, 13:2 director resolutions of surviving corporation, merger sub survives, stock for debentures 15:25 agreements, 13:3 stockholder resolutions of disappearing standard form of acquisition agreement corporation, 15:40 generally, 9:1 to 9:5 stockholder resolutions of merger sub, 15:50 assets of acquired corporation for cash, 9:4 stockholder resolutions of surviving portion of acquired corporation's stock for corporation, 15:30 Underwriters cash, 9:5 agreement, form of, 4:2, 4:5, 4:7 stock-for-stock, 9:3 closing memorandum, debt offering, 5:4 stock of acquired corporation for cash, 9:2, **DECREES** substantially all of seller's assets for Mergers and acquisitions, checklists, 1:12, 1:13 purchaser's stock, 9:1 **DEFENSE** standard form of merger agreement: stock-for-Mergers and acquisitions, alien investments, stock triangular merger checklists, 1:20 generally, 12:2, 12:3 company survives, 12:3, 12:7 DELAWARE Charters, bylaws, and other corporate documents exchange offer, with, 12:6, 12:7 by-laws, **2:4** merger sub survives, 12:2, 12:7 certificate of incorporation, 2:2 stock for debentures agreements, 13:1 minutes of incorporators meeting, 2:7 stock-for-stock, 9:3, 12:1 et seq. statement of organization, 2:8 triangular merger: cash, stock for stockholders' meeting, checklist for, 2:30 company survives, 14:7 to 14:9 waiver of notice of incorporators meeting, 2:5 exchange offer, with, 14:6, 14:8 **DESERT LAND ACT OF 1877** merger sub survives, 14:2, 14:6 Mergers and acquisitions, 1:29 tender offer, with, 14:9 Shareholder's agreement, standard form, 3:3 DIRECTORS AND OFFICERS Standard provisions, generally, 3:5 Charters, bylaws, and other corporate documents

generally, 2:31 to 2:36

**Underwriters** (this index)

DIRECTORS AND OFFICERS—Cont'd Charters, bylaws, and other corporate documents —Cont'd	ECONOMIC COOPERATION AND DEVELOPMENT, ORGANIZATION FOR Mergers and acquisitions, 1:27
consent, <b>2:36</b>	EMPLOYER AND EMPLOYEE
meetings, generally, 2:11, 2:12 memorandum to directors and officers regarding going public, 6:1 to 6:3 minutes of meeting, 2:33 notice of meeting, generally, 2:32	Contract of employment, standard form, 3:2 Mergers and acquisitions, employees and employee benefits, checklists, 1:12, 1:14, 1:39
resignation, 2:35	ENEMY PROPERTY
resolutions secretary's certification, 2:34	Mergers and acquisitions, Trading with the Enemy Act, checklists, 1:33
stockholders' meetings, 2:34 secretary's certification by-laws, 2:37	ENERGY Mergers and acquisitions, alien investments, checklists, 1:21
director resolutions, 2:38 incumbency of officers, 2:40 resolutions, 2:34, 2:39	ERISA Mergers and acquisitions, 1:12, 1:14, 1:39
stockholder resolutions, <b>2:39</b> waiver of notice of meeting, <b>2:31</b> Mergers and acquisitions, directors' resolutions	ESCROW AGREEMENT Standard form, 3:4 Underwriters, 4:10
generally, 10:11 to 10:15  constituent corporations, 15:1 to 15:5, 15:11 to 15:15	ESTATE TAXES  Mergers and acquisitions, 1:32
friendly tender offers, 16:1, 16:3	EXAMINATION OF DOCUMENTS
hostile tender offers, 16:2 hostile tender offer that becomes friendly, 16:3 merger sub, triangular mergers, 15:41 to 15:45 purchaser, resolutions of, 10:1 to 10:5	Mergers and acquisitions, checklists generally, <b>1:35</b> , <b>1:36</b> underwriters and their lawyers in connection with public offerings, <b>1:66</b> , <b>1:67</b>
triangular mergers	EXCHANGE OFFER
disappearing corporation, 15:31 to 15:35 merger sub, 15:41 to 15:45 surviving corporation, 15:21 to 15:25 WOS	Mergers and acquisitions cash, stock for, 14:5, 14:6 stock-for-stock agreements, 12:5 to 12:9 Standard form of merger agreement: stock-for-
generally, 10:21 to 10:25	stock triangular merger generally, <b>12:6</b> , <b>12:7</b>
Questionnaires S-1 questionnaire, 7:2 S-3 questionnaire, 7:6	company survives, 12:6 merger sub survives, 12:7
DISAPPEARING CORPORATIONS	EXON FLORIO ACT
Mergers and acquisitions, resolutions, 15:11 to 15:20, 15:31 to 15:40	Mergers and acquisitions, checklists, 1:22  FAIRNESS OPINION
DISCLOSURE	Investment banking agreements, retention letter, 8:2
Mergers and acquisitions, checklists Agriculture Foreign Investment Disclosure Act, 1:29	FEDERAL AVIATION ACT OF 1958 Mergers and acquisitions, 1:16
Foreign Agents Registration Act, 1:23 foreign direct investment, 1:24 meeting of stockholders, notice of, 1:2	FEDERAL COMMUNICATIONS COMMISSION Mergers and acquisitions, 1:18
DIVIDENDS	
Mergers and acquisitions, checklists, 1:63 to 1:65	FEDERAL LAWS  Mergers and Acquisitions (this index)
DOCUMENTS Records and Recording (this index)	FEDERAL POWER ACT Mergers and acquisitions, 1:21

#### FIDUCIARY DUTY

Mergers and acquisitions, breach, 1:2

#### FILES AND FILING

**Records and Recording** (this index)

### FINANCIAL ADVISORY AGREEMENTS

Investment banking agreements, 8:1

#### FIRST WAR POWERS ACT

Mergers and acquisitions, 1:33

#### FISHING VESSELS

Mergers and acquisitions, 1:30

#### FOREIGN STATE OR COUNTRY

**Mergers and Acquisitions** (this index)

### FRACTIONAL SHARES

Mergers and acquisitions, 1:2, 1:8

#### FRANCHISES

Mergers and acquisitions, 1:6, 1:13

#### **FRAUD**

Mergers and acquisitions, 1:2

#### FRIENDLY TENDER OFFER

Hostile tender offer that becomes friendly, **16:3** Merger agreements, **16:1**, **16:3** 

### **GEOTHERMAL STEAM ACT OF 1970**

Mergers and acquisitions, 1:31

#### **GIFT TAXES**

Mergers and acquisitions, 1:32

#### **GOVERNMENT BENEFITS**

Mergers and acquisitions, alien investments, checklists, 1:25

#### GOVERNMENT CONTRACTS

Mergers and acquisitions, checklists foreign investments, **1:26** material agreements and related matters, **1:6** notification to stockholders and others, **1:13** 

### **GUARANTEES**

Mergers and acquisitions, 1:6

### HART SCOTT RODINO ACT

Mergers and acquisitions, 1:10, 1:14

### HOSTILE TENDER OFFER

Hostile tender offer that becomes friendly, **16:3** Merger agreements, **16:2**, **16:3** 

#### IMMIGRATION AND NATIONALITY ACT

Mergers and acquisitions, 1:27

#### **INCOME TAXES**

Mergers and acquisitions, 1:11

#### INCORPORATION

Charters, Bylaws, and Other Corporate Documents (this index)

#### INCUMBENCY OF OFFICERS

Charters, bylaws, and other corporate documents, secretary's certification, **2:40** 

#### **INSPECTORS**

Charters, bylaws, and other corporate documents, stockholders' meetings, 2:21, 2:22

### **INSURANCE**

Mergers and acquisitions experience rating, 1:2 material agreements and related matters, 1:6 War Risk Insurance, 1:16, 1:30

### INTENT, LETTER OF

Standard form, 3:1

### INTERNATIONAL MATTERS

Mergers and Acquisitions (this index)

### INVESTMENT ADVISERS ACT

Mergers and acquisitions, 1:14

## INVESTMENT BANKING AGREEMENTS

Generally, 8:1, 8:2

#### INVESTMENT COMPANY ACT

Mergers and acquisitions, 1:8, 1:28

### ISSUER OF STOCK

Mergers and acquisitions, purchase of stock by issuer, checklists, **1:47 to 1:62** 

### JONES ACT

Mergers and acquisitions, 1:21

### JUDGMENTS, ORDERS, AND DECREES

Mergers and acquisitions, checklists, 1:12, 1:13

### LETTER OF INTENT

Standard form, 3:1

#### LETTERS

Going public, corporate documents relating to, generally, **6:1 to 6:3** 

Intent, letter of, 3:1

Investment banking agreements, retention letter, 8:2

Underwriters, lock-up letters, **4:15**, **4:16** 

### LISTING REQUIREMENTS

Mergers and acquisitions, checklists generally, 1:9 controlling block, purchase and sale of, 1:41 dividends and stock splits, 1:65 issuer, purchase of stock by, 1:52

### LOCK UP LETTERS

Underwriters, 4:15, 4:16

MAN AND MAN DIG	AFFRORDS AND A CONTOURNONS OF ALL
MAIL AND MAILING	MERGERS AND ACQUISITIONS—Cont'd
Charters, bylaws, and other corporate documents,	Accounting treatment, checklists—Cont'd
affidavit of mailing of notice of stockhold-	issuer, purchase of stock by, 1:59
ers' meeting, 2:18	Agreements
MARITIME MATTERS	generally, <b>9:1 to 9:5</b>
Mergers and acquisitions, alien investments,	cash, stock for, 12:4, 14:1 to 14:9
checklists, 1:30	checklists
,	government contracts
MEETINGS	foreign investments, 1:26
Charters, bylaws, and other corporate documents	material agreements and related matters,
agenda (script) for stockholders' meeting, 2:27	1:6
attendance slip of stockholders' meetings, 2:23	notification to stockholders and others,
ballot for stockholders' meeting, 2:24 to 2:26	1:13
checklist for stockholders' meetings, 2:30	company survives, stock for debentures agree-
directors, above	ments, 13:2
inspector of stockholders' meeting, 2:21, 2:22	friendly tender offer, 16:1, 16:3
mailing of notice of stockholders' meeting,	hostile tender offer, 16:2
affidavit of, 2:18	hostile tender offer that becomes friendly, 16:3
minutes of meeting	merger sub survives, stock for debentures
generally, <b>2:7</b> , <b>2:9</b> , <b>2:12</b>	agreements, 13:3
annual meeting of stockholders, 2:28	standard form of acquisition agreement, below
directors, 2:33	stock for debentures agreements, 13:1
special meetings of stockholders, 2:29	stock-for-stock, 12:1 et seq.
stockholders' meetings, 2:28, 2:29	Agriculture Foreign Investment Disclosure Act,
notice of meetings, generally, 2:16, 2:17	1:29
stockholders' meetings, 2:14 to 2:30	Air transportation, alien investments, checklists,
	1:16
waiver of notice of meeting, generally, 2:5, 2:6, 2:11	Alien investments in United States, checklists
Mergers and acquisitions	generally, <b>1:15 to 1:34</b>
director meetings	Agriculture Foreign Investment Disclosure
	Act, 1:29
friendly tender offer, 16:1, 16:3	air transportation, <b>1:16</b>
hostile tender offer, <b>16:2</b>	banking, 1:17
hostile tender offer that becomes friendly,	communications, 1:18
16:3	customhouse brokers, 1:19
stockholders' meetings, 1:2	defense, 1:20
MEMBERS AND MEMBERSHIP	direct investment, 1:24
Mergers and acquisitions, checklists, 1:12	energy, 1:21
•	Exon-Florio Act, 1:22
MEMORANDUM	
Closing memoranda	government contracts, 1:25
mergers and acquisitions, 11:1 et seq.	government contracts, 1:26
underwriters, <b>5:1 to 5:4</b>	lands, foreign ownership, 1:29
Going public, corporate documents relating to,	maritime matters, 1:30
generally, <b>6:1 to 6:3</b>	mining, 1:31
Underwriters	national defense, 1:20
blue sky memorandum, form of, 4:12, 4:13	patents, 1:34
closing memoranda, 5:1 to 5:4	registration of foreign agents, 1:23
MERCHANT MARINE	taxation, 1:32
Mergers and acquisitions, 1:30	telecommunications, 1:18
	Trading with the Enemy Act, 1:33
MERGERS AND ACQUISITIONS	Antitrust laws, checklists
Abandonment, 1:2	generally, 1:10
Accounting treatment, checklists	Federal law issues, 1:39
generally, 1:12	foreign laws, 1:40
controlling block, purchase and sale of, 1:43	reports and other filings, 1:14
dividends and stock splits, 1:65	Appraisal rights, 1:2

MERGERS AND ACQUISITIONS—Cont'd	MERGERS AND ACQUISITIONS—Cont'd
Atomic Energy Act of 1954, 1:21	Checklists—Cont'd
Banking, alien investments, checklists, 1:17	alien investments in United States—Cont'd
Bankruptcy laws, checklists	Agriculture Foreign Investment Disclosure
generally, 1:12	Act, 1:29
issuer, purchase of stock by, 1:50	air transportation, 1:16
Berry Amendment, 1:26	banking, 1:17
Blue-sky laws, checklists, 1:8, 1:53	communications, 1:18
Brokers, checklists	customhouse brokers, 1:19
customhouse brokers, alien investments, 1:19	defense, 1:20
reports and other filings, 1:14	direct investment, 1:24
Buy-American Act, 1:26	energy, 1:21
Buy-sell agency, 1:2	Exon-Florio Act, 1:22
Bylaws, 1:4	government benefits, 1:25
Cash, purchase of stock or assets for	government contracts, 1:26
generally, <b>14:1 to 14:9</b>	lands, foreign ownership, 1:29 maritime matters, 1:30
closing memoranda, 11:2, 11:4, 11:5	mining, 1:31
constituent corporations, resolutions of, 12:4,	national defense, 1:20
15:4, 15:9, 15:14, 15:19	patents, 1:34
director resolutions, generally, <b>10:2</b> , <b>10:5</b> , <b>10:12</b> , <b>10:14</b> , <b>10:15</b>	registration of foreign agents, 1:23
merger sub resolutions	taxation, 1:32
director resolutions, 15:44	telecommunications, 1:18
stockholder resolutions, 15:49	Trading with the Enemy Act, 1:33
portion of stock, <b>10:10</b>	antitrust laws
stockholder resolutions, generally, <b>10:7</b> , <b>10:9</b> ,	generally, 1:10
10:17, 10:19, 10:20	Federal law issues, 1:39
triangular mergers	foreign laws, 1:40
director resolutions of disappearing corpora-	reports and other filings, 1:14
tion, 15:34	authority for acquisition, 1:5
director resolutions of merger sub, <b>15:44</b>	banking, alien investments, 1:17
director resolutions of surviving corporation,	bankruptcy laws
15:24	generally, 1:12
stockholder resolutions of disappearing	issuer, purchase of stock by, <b>1:50</b>
corporation, 15:39	blue-sky laws, 1:8, 1:53
stockholder resolutions of merger sub, <b>15:49</b>	brokers
stockholder resolutions of surviving	customhouse brokers, alien investments,
corporation, 15:29	1:19
WOS resolutions	reports and other filings, <b>1:14</b>
director resolutions, 10:22, 10:24, 10:25	certificates of stock, 1:12
stockholder resolutions, 10:26, 10:29	charters and bylaws, 1:4
Certificates of stock, checklists, 1:12	communications, alien investments, 1:18
Charters and bylaws, 1:4	confidentiality agreements, 1:12
Checklists	contracts and agreements
generally, <b>1:1 to 1:36</b>	controlling block, purchase and sale of, <b>1:42</b>
accounting treatment	dividends and stock splits, 1:65
generally, 1:12	government contracts
controlling block, purchase and sale of, <b>1:43</b>	foreign investments, <b>1:26</b>
dividends and stock splits, <b>1:65</b>	material agreements and related matters,
issuer, purchase of stock by, 1:59	1:6
Agriculture Foreign Investment Disclosure	notification to stockholders and others,
Act, <b>1:29</b>	1:13
air transportation, alien investments, 1:16	international agreements, commitments, and
alien investments in United States	treaties, <b>1:27</b> , <b>1:32</b>
generally, 1:15 to 1:34	issuer, purchase of stock by, 1:51

MERGERS AND ACQUISITIONS—Cont'd	MERGERS AND ACQUISITIONS—Cont'd
Checklists—Cont'd	Checklists—Cont'd
contracts and agreements—Cont'd	meeting of stockholders, notice of, 1:2
material agreements and related matters, 1:6	memberships of acquired company, 1:12
noncompetition agreements, 1:12	mining, alien investments, 1:31
notification to stockholders and others, 1:13	national defense, alien investments, 1:20
controlling block, purchase and sale of, <b>1:37 to</b>	noncompetition agreements, 1:12
_, _,	notification to stockholders and others
customhouse brokers, alien investments, 1:19 defense, alien investments, 1:20	generally, 1:13
disclosure	controlling block, purchase and sale of, 1:45
Agriculture Foreign Investment Disclosure	dividends and stock splits, 1:65
Act, 1:29	friendly tender offer, 16:1, 16:3
Foreign Agents Registration Act, 1:23	hostile tender offer, 16:2
foreign direct investment, 1:24	hostile tender offer that turns friendly, 16:3
meeting of stockholders, notice of, <b>1:2</b>	issuer, purchase of stock by, 1:61
dividends and stock splits, 1:63 to 1:65	meeting of stockholders, 1:2
employees and employee benefits, 1:12, 1:14,	patents, alien investments, 1:34
1:39	payment problems, 1:12
energy, alien investments, 1:21	pending litigation
examination of documents in connection with	generally, 1:7
acquisition	controlling block, purchase and sale of, 1:44
generally, <b>1:35</b> , <b>1:36</b>	records and recording
underwriters and their lawyers in connection	generally, <b>1:14, 1:62</b>
with public offerings, 1:66, 1:67	examination of documents in connection
Exon-Florio Act, 1:22	with acquisition
federal laws, generally, <b>1:8</b> files and filing	generally, <b>1:35</b> , <b>1:36</b>
generally, <b>1:14, 1:62</b>	underwriters and their lawyers in connec-
examination of documents in connection	tion with public offerings, 1:66, 1:67
with acquisition	registration
generally, <b>1:35</b> , <b>1:36</b>	federal and state securities laws, 1:8
underwriters and their lawyers in connec-	foreign agents, 1:23
tion with public offerings, 1:66, 1:67	reports, 1:14, 1:62
foreign state or country, generally, 1:3, 1:12,	retirement of purchased stock, 1:60
1:15 to 1:34	specially regulated industries, 1:12, 1:55
friendly tender offer, 16:1, 16:3	state laws, generally, 1:2, 1:8
government benefits, alien investments, 1:25	taxation
government contracts	generally, 1:11
foreign investments, 1:26	alien investments, 1:32
material agreements and related matters, 1:6	controlling block, purchase and sale of, 1:39
notification to stockholders and others, 1:13	dividends and stock splits, 1:65
hostile tender offer, 16:2	issuer, purchase of stock by, 1:58
hostile tender offer that becomes friendly, 16:3	telecommunications, alien investments, 1:18
international matters, generally, 1:3, 1:12, 1:15 to 1:34	Trading with the Enemy Act, 1:33
issuer, purchase of stock by, 1:47 to 1:62	underwriters and their lawyers, examination of documents in connection with public
judgments, orders, and decrees, 1:12, 1:13	offering, 1:66, 1:67
lands, foreign ownership, 1:29, 1:54	warranty obligations, 1:12
listing requirements	Classified information, <b>1:20</b>
generally, <b>1:9</b>	Closing memoranda, 11:1 et seq.
controlling block, purchase and sale of, <b>1:41</b>	Communications, alien investments, checklists,
dividends and stock splits, 1:65	1:18
issuer, purchase of stock by, 1:52	Communist countries, 1:33
maritime matters, alien investments, <b>1:30</b>	Confidentiality agreements, checklists, <b>1:12</b>
material agreements and related matters, <b>1:6</b>	Consent of stockholders, <b>1:2</b>

MERGERS AND ACQUISITIONS—Cont'd	MERGERS AND ACQUISITIONS—Cont'd
Constituent companies	Debt, common stock exchanged for—Cont'd
cash, stock for, 12:4, 14:1 to 14:9	triangular mergers, resolutions for—Cont'd
checklists, 1:2	stockholder resolutions of surviving corporation, <b>15:30</b>
resolutions for merger, 15:1 to 15:20	Decrees, checklists, 1:12, 1:13
stock-for-cash agreements, 12:4	Defense, alien investments, checklists, <b>1:20</b>
stock for debentures agreements, 13:1	Desert Land Act of 1877, 1:29
stock-for-stock agreements, 12:1, 12:5	Directors' resolutions
Contracts and agreements	generally, <b>10:11 to 10:15</b>
generally, 9:1 to 9:5	constituent corporations, 15:1 to 15:5, 15:11 to
cash, stock for, <b>14:1 to 14:9</b>	15:15
checklists	friendly tender offer, 16:1, 16:3
controlling block, purchase and sale of, 1:42	hostile tender offer, 16:2
dividends and stock splits, 1:65	hostile tender offer that becomes friendly, 16:3
government contracts	merger sub, triangular mergers, 15:41 to 15:45
foreign investments, 1:26	purchaser, resolutions of, 10:1 to 10:5
material agreements and related matters,	triangular mergers
notification to stockholders and others,	disappearing corporation, 15:31 to 15:35
1:13	merger sub, 15:41 to 15:45
international agreements, commitments, and	surviving corporation, 15:21 to 15:25 WOS, 10:21 to 10:25
treaties, <b>1:27</b> , <b>1:32</b>	generally, <b>10:21 to 10:25</b>
issuer, purchase of stock by, 1:51	Disappearing corporations, resolutions of, <b>15:11</b>
material agreements and related matters, 1:6	to 15:20, 15:31 to 15:40
noncompetition agreements, 1:12	Disclosure, checklists
notification to stockholders and others, 1:13	Agriculture Foreign Investment Disclosure
company survives, stock for debentures agree-	Act, 1:29
ments, <b>13:2</b>	Foreign Agents Registration Act, 1:23
merger sub survives, stock for debentures	foreign direct investment, <b>1:24</b>
agreements, 13:3	meeting of stockholders, notice of, 1:2
standard form of acquisition agreement: stock- for-stock triangular merger, below	Dividends and stock splits, checklists, 1:63 to 1:65
standard form of merger agreement: stock-for- stock triangular merger, below	Economic cooperation and development, organization for, <b>1:27</b>
stock for debentures agreements, 13:1	Employees and employee benefits, checklists,
stock-for-stock, 12:1 et seq.	1:12, 1:14, 1:39
Controlling block, purchase and sale of, checklists, 1:37 to 1:46	Enemy property, Trading with the Enemy Act, checklists, 1:33
Currency and exchange laws, 1:3, 1:40	Energy, alien investments, checklists, 1:21
Customhouse brokers, alien investments,	ERISA, 1:12, 1:14, 1:39
checklists, 1:19	Estate taxes, 1:32
Debt, common stock exchanged for	Examination of documents in connection with acquisition, checklists
constituent corporations, resolutions of, <b>15:5</b> ,	generally, 1:35, 1:36
15:10	underwriters and their lawyers in connection
disappearing corporations, resolutions of, 15:15, 15:20	with public offerings, 1:66, 1:67
triangular mergers, resolutions for	Exchange offer
director resolutions of disappearing corporation, <b>15:35</b>	cash, stock for, <b>14:5</b> , <b>14:6</b> standard form of merger agreement: stock-for-
director resolutions of merger sub, 15:45	stock triangular merger with exchange
director resolutions of surviving corporation,	offer, 12:6, 12:7
15:25	stock-for-stock agreements, 12:5 to 12:9
stockholder resolutions of disappearing	Exon-Florio Act, checklists, 1:22
corporation, <b>15:40</b> stockholder resolutions of merger sub. <b>15:50</b>	Federal Aviation Act of 1958, 1:16 Federal Communications Commission, 1:18
SIOCKHOIDEL LESOHHIOHS OF HIELPET SUD. 13:30	PEGETAL COMMUNICATIONS COMMISSION. 1:18

MERGERS AND ACQUISITIONS—Cont'd	MERGERS AND ACQUISITIONS—Cont'd
Federal laws. Checklists, above	Merger sub resolutions, 15:41 to 15:50
Federal Power Act, 1:21	Merger sub survives stock for cash triangular
Fiduciary duty, breach of, 1:2	merger with tender offer, 14:4
Files and filing, checklists	Military, 1:26
generally, 1:14, 1:62	Mining, alien investments, checklists, 1:31
examination of documents in connection with	Minority interests, 1:2
acquisition	Mortgage recording taxes, 1:11
generally, <b>1:35</b> , <b>1:36</b>	Name of corporation, 1:2
underwriters and their lawyers in connection with public offerings, <b>1:66</b> , <b>1:67</b>	NASD, notice to, 1:13
First War Powers Act, 1:33	National Association of Securities Dealers, notice
Fishing vessels, 1:30	to, 1:13 National Association of Securities Dealers
Foreign state or country. Checklists, above	(NASD), notice to, 1:13
Fractional shares, 1:2, 1:8	National defense, alien investments, checklists,
Franchises, 1:6, 1:13	1:20
Fraud, 1:2	National Resources Act of 1877, <b>1:29</b>
Geothermal Steam Act of 1970, 1:31	National security interests, <b>1:22</b>
Gift taxes, 1:32	Natural Gas Act, 1:21
Government benefits, alien investments,	Noncompetition agreements, checklists, <b>1:12</b>
checklists, 1:25	Notification to stockholders and others, checklists
Government contracts, checklists	generally, 1:13
foreign investments, 1:26	controlling block, purchase and sale of, <b>1:45</b>
material agreements and related matters, <b>1:6</b>	dividends and stock splits, <b>1:65</b>
notification to stockholders and others, 1:13	friendly tender offer, 16:1, 16:3
Government contracts, foreign investments,	hostile tender offer, <b>16:2</b>
checklists, 1:26	hostile tender offer that turns friendly, <b>16:3</b>
Guarantees, 1:6	issuer, purchase of stock by, <b>1:61</b>
Hart-Scott-Rodino Act, 1:10, 1:14	meeting of stockholders, 1:2
Immigration and Nationality Act, 1:27	Nuclear Regulatory Commission, 1:21
Income taxes, 1:11	OECD, 1:27
Insurance	Offerings
experience rating, 1:2	company survives, cash, stock for, <b>14:7 to</b>
material agreements and related matters, <b>1:6</b>	14:9
War Risk Insurance, <b>1:16, 1:30</b>	examination of documents by underwriters and
International matters. Checklists, above	their lawyers in connection with public
Investment Advisers Act, 1:14	offering, checklists, 1:66
Investment Company Act, 1:8, 1:28	exchange offer
Issuer, purchase of stock by, checklists, <b>1:47 to</b>	cash, stock for, 14:5, 14:6, 14:8
1:62	stock-for-stock agreements, 12:5 to 12:9
Jones Act, <b>1:21</b>	merger sub survives stock for cash triangular
Judgments, orders, and decrees, checklists, 1:12,	merger with tender offer, 14:4
1:13	tender offer
Listing requirements, checklists	cash, stock for, 14:3, 14:4, 14:9
generally, 1:9	friendly tender offer, 16:1, 16:3
controlling block, purchase and sale of, 1:41	hostile tender offer, 16:2
dividends and stock splits, 1:65	hostile tender offer that becomes friendly,
issuer, purchase of stock by, 1:52	16:3
Maritime matters, alien investments, checklists,	One share and one warrant
1:30	disappearing corporation, common stock
Material agreements and related matters,	exchanged for units consisting of one
checklists, 1:6	share of common stock and one warrant,
Meeting of stockholders, 1:2	15:12, 15:17, 15:32, 15:37
Memberships of acquired company, checklists, 1:12	merger sub, common stock exchanged for units
Merchant marine, 1:30	consisting of one share of common stock and one warrant, <b>15:42</b> , <b>15:47</b>

MERGERS AND ACQUISITIONS—Cont'd	MERGERS AND ACQUISITIONS—Cont'd
One share and one warrant—Cont'd	Resolutions—Cont'd
merger sub resolutions, common stock	directors' resolutions—Cont'd
exchanged for units consisting of one	triangular mergers—Cont'd
share of common stock and one warrant,	surviving corporation, 15:21 to 15:25
15:42, 15:47	WOS, 10:21 to 10:25
surviving corporation, common stock	generally, <b>10:21 to 10:25</b>
exchanged for units consisting of one share of common stock and one warrant,	disappearing corporations, 15:11 to 15:20, 15:31 to 15:40
15:2, 15:7, 15:22, 15:27	merger sub, <b>15:41 to 15:50</b>
Orders and decrees, checklists, 1:12, 1:13	stockholder resolutions
Outer Continental Shelf Lands Act of 1953, 1:31	generally, <b>10:16 to 10:20</b>
Patents, alien investments, checklists, 1:34	constituent corporations, 15:6 to 15:10,
Payment problems, checklists, 1:12	15:16 to 15:20
Pending litigation, checklists	merger sub, 15:46 to 15:50
generally, 1:7	purchaser, <b>10:6 to 10:10</b>
controlling block, purchase and sale of, <b>1:44</b> Political contributions, <b>1:23</b>	triangular mergers, 15:26 to 15:30, 15:36 to 15:40, 15:46 to 15:50
Preferred stock, common stock exchanged for	WOS, 10:26 to 10:29
disappearing corporations, <b>15:13</b> , <b>15:18</b> , <b>15:33</b> , <b>15:38</b>	surviving corporations, <b>15:1 to 15:10, 15:21 to 15:30</b>
merger sub resolutions, 15:43, 15:48	triangular mergers, 15:21 to 15:50
surviving corporations, <b>15:3</b> , <b>15:8</b> , <b>15:23</b> ,	WOS, 10:21 to 10:30
15:28	Retirement of purchased stock, checklists, <b>1:60</b>
Press releases, 1:13	Sales and use taxes, 1:11
Price, <b>1:2</b>	Security clearance, 1:20
Property taxes, 1:11	Severance pay, 1:12
Qualification to do business in foreign states, 1:2	Sherman Act, 1:10
Quorum, 1:2	Ships and shipping, alien investments, checklists,
Records and recording, checklists	1:30
generally, <b>1:14, 1:62</b>	Specially regulated industries, checklists, <b>1:12</b> ,
examination of documents in connection with	1:55
acquisition	Splits of stock, checklists, 1:63 to 1:65
generally, <b>1:35</b> , <b>1:36</b>	Standard form of acquisition agreement
underwriters and their lawyers in connection	assets of acquired corporation for cash, <b>9:4</b>
with public offerings, 1:66, 1:67	portion of acquired corporation's stock for
Registration, checklists	cash, <b>9:5</b>
federal and state securities laws, 1:8	stock-for-stock, 9:3
foreign agents, 1:23	stock of acquired corporation for cash, 9:2, 9:5
Reports, checklists, <b>1:14</b> , <b>1:62</b> Resolutions	substantially all of seller's assets for purchaser's stock, <b>9:1</b>
generally, 10:1 et seq., 15:1 et seq.	Standard form of merger agreement: cash, stock
constituent companies, 15:1 to 15:20	for
directors' resolutions	company survives, 14:7, 14:8
generally, 10:11 to 10:15	exchange offer, with, 14:6, 14:8
constituent corporations, <b>15:1 to 15:5, 15:11</b>	merger sub survives, 14:2, 14:6
to 15:15	tender offer, with, 14:9
friendly tender offer, 16:1, 16:3	Standard form of merger agreement: stock for
hostile tender offer, 16:2	stock merger of the constituent companies
hostile tender offer that becomes friendly,	with tender offer, 12:8
16:3	Standard form of merger agreement: stock-for-
merger sub, 15:41 to 15:45	stock triangular merger
purchaser, resolutions of, <b>10:1 to 10:5</b>	generally, <b>12:2</b> , <b>12:3</b>
triangular mergers	company survives, <b>12:3, 12:6</b>
disappearing corporation, <b>15:31 to 15:35</b>	exchange offer, with, <b>12:6</b> , <b>12:7</b>
merger sub, <b>15:41 to 15:45</b>	merger sub survives, 12:2, 12:7

MERGERS AND ACQUISITIONS—Cont'd Standard form of merger agreement: stock for stock triangular merger with tender offer- Merger sub survives, 12:9	MERGER SUB RESOLUTIONS—Cont'd  Standard form of merger agreement, stock for cash triangular merger with tender offer, merger sub survives, 14:4
State laws. Checklists, above Stock for debentures agreements, 13:1	MILITARY Mergers and acquisitions, 1:26
company survives, 13:2	MINING
merger sub survives, 13:3 Stock-for-stock agreements, 9:3, 12:1 et seq.	
Surviving corporations, generally, 14:7 to 14:9,	Mergers and acquisitions, alien investments, checklists, 1:31
15:1 to 15:10, 15:21 to 15:30	,
Tariff Act of 1930, <b>1:19</b>	MINORITY INTERESTS
Taxation, checklists	Mergers and acquisitions, 1:2
generally, 1:11	MINUTES OF MEETING
alien investments, <b>1:32</b>	Charters, bylaws, and other corporate documents
controlling block, purchase and sale of, 1:39	generally, <b>2:7</b> , <b>2:9</b> , <b>2:12</b>
dividends and stock splits, 1:65	annual meeting of stockholders, 2:28
issuer, purchase of stock by, 1:58	directors, 2:33
Telecommunications, alien investments,	special meetings of stockholders, 2:29
checklists, 1:18	stockholders' meetings, 2:28, 2:29
Tender offer	MONOPOLIES AND RESTRAINTS OF
cash, stock for, <b>14:3</b> , <b>14:4</b> , <b>14:9</b>	TRADE
friendly tender offer, 16:1, 16:3	Mergers and acquisitions, checklists, 1:10, 1:14,
hostile tender offer, <b>16:2</b>	1:39, 1:40
hostile tender offer that becomes friendly, 16:3	
Trading with the Enemy Act, checklists, 1:33	MORTGAGE RECORDING TAXES
Transfer agents and registrars, notice to, 1:13	Mergers and acquisitions, 1:11
Transfer taxes, 1:11	NAME OF CORPORATION
Treaties, checklists, <b>1:27</b> , <b>1:32</b> Triangular mergers	Mergers and acquisitions, 1:2
generally, 14:2, 14:4, 14:6 to 14:9	NATIONAL ASSOCIATION OF SECURITIES
company survives, stock for debentures agree-	DEALERS (NASD)
ments, 13:2	Mergers and acquisitions, notice, 1:13
merger sub survives, stock for debentures	
agreements, 13:3	NATIONAL DEFENSE
resolutions, 15:21 to 15:50	Mergers and acquisitions, alien investments,
standard form of merger agreement: cash,	checklists, 1:20
stock for, above	NATIONAL RESOURCES ACT OF 1877
standard form of merger agreement: stock-for- stock triangular merger, above	Mergers and acquisitions, 1:29
stock-for-stock agreements, 12:2, 12:3, 12:6,	NATIONAL SECURITY INTERESTS
12:7, 12:9	Mergers and acquisitions, 1:22
Trustees, notice to, 1:13	NATURAL GAS ACT
Trust Indenture Act, 1:28	Mergers and acquisitions, 1:21
Underwriters and their lawyers, examination of	
documents in connection with public offer-	NEW YORK
ing, checklists, <b>1:66, 1:67</b>	Charters, bylaws, and other corporate documents
Use taxes, 1:11	by-laws, <b>2:3</b>
Votes and voting, <b>1:2</b> , <b>1:41</b>	charter, 2:1
Warranty obligations, checklists, 1:12	minutes of incorporators meeting, 2:9
War Risk Insurance, 1:16, 1:30	statement of organization, 2:10
Waste of corporate assets, 1:2	stockholders' meeting, checklist for, 2:30
WOS resolutions, <b>10:21 to 10:30</b>	waiver of notice of incorporators meeting, 2:6
MERGER SUB RESOLUTIONS	NONCOMPETITION AGREEMENTS

Mergers and acquisitions, 15:41 to 15:50

Mergers and acquisitions, checklists, 1:12

## NOTICE

Charters, Bylaws, and Other Corporate Documents (this index)

Mergers and acquisitions, notification to stockholders and others, checklists

generally, 1:13

controlling block, purchase and sale of, 1:45

dividends and stock splits, 1:65

friendly tender offer, 16:1, 16:3

hostile tender offer, 16:2

hostile tender offer that becomes friendly, 16:3

issuer, purchase of stock by, 1:61

meeting of stockholders, 1:2

#### NUCLEAR REGULATORY COMMISSION

Mergers and acquisitions, 1:21

#### **OATHS**

Charters, bylaws, and other corporate documents, oath of inspector of stockholders' meeting, 2:22

#### **OECD**

Mergers and acquisitions, 1:27

#### **OFFERINGS**

Charters, Bylaws, and Other Corporate Documents (this index)

Mergers and acquisitions

company survives, cash, stock for, 14:7 to 14:9

examination of documents by underwriters and their lawyers in connection with public offering, checklists, **1:66** 

exchange offer

cash, stock for, 14:5, 14:6, 14:8

stock-for-stock agreements, 12:5 to 12:9

tender offer

cash, stock for, 14:3, 14:4, 14:9

friendly tender offer, 16:1, 16:3

hostile tender offer, 16:2

hostile tender offer that becomes friendly, **16:3** 

merger sub survives stock for cash triangular merger with tender offer, 14:4

Underwriters, closing memorandum, 5:1 to 5:4

#### OFFICERS AND DIRECTORS

Charters, bylaws, and other corporate documents generally, 2:31 to 2:36

consent, 2:36

meetings, generally, 2:11, 2:12

memorandum to directors and officers regarding going public, **6:1** to **6:3** 

minutes of meeting, 2:33

notice of meeting, generally, 2:32

resignation, 2:35

### OFFICERS AND DIRECTORS—Cont'd

Charters, bylaws, and other corporate documents —Cont'd

resolutions

secretary's certification, 2:34

stockholders' meetings, 2:34

secretary's certification

by-laws, 2:37

director resolutions, 2:38

incumbency of officers, 2:40

resolutions, 2:34, 2:39

stockholder resolutions, 2:39

waiver of notice of meeting, 2:31

Mergers and acquisitions, directors' resolutions

generally, 10:11 to 10:15

constituent corporations, **15:1 to 15:5, 15:11 to 15:15** 

friendly tender offer, 16:1, 16:3

hostile tender offer, 16:2

hostile tender offer that becomes friendly, 16:3

purchaser, resolutions of, 10:1 to 10:5

triangular mergers, 15:21 to 15:25, 15:31 to 15:35, 15:45 to 15:45

WOS. 10:21 to 10:25

**Ouestionnaires** 

S-1 questionnaire, 7:2

S-3 questionnaire, 7:6

### ONE SHARE AND ONE WARRANT

Charters, bylaws, and other corporate documents, offering of units consisting of one share and one warrant, 2:42, 2:43, 2:47, 2:49, 6:5, 6:6, 6:10, 6:11

Mergers and acquisitions

disappearing corporation, common stock exchanged for units consisting of one share of common stock and one warrant, 15:12, 15:17, 15:32, 15:37

merger sub resolutions, common stock exchanged for units consisting of one share of common stock and one warrant, 15:42, 15:47

surviving corporation, common stock exchanged for units consisting of one share of common stock and one warrant, 15:2, 15:7, 15:22, 15:27

Underwriters, offering of units consisting of one share and one warrant, **5:2** 

## ORDERS AND DECREES

Mergers and acquisitions, checklists, 1:12, 1:13

### OUTER CONTINENTAL SHELF LANDS ACT OF 1953

Mergers and acquisitions, 1:31

#### **PAPERS**

Records and Recording (this index)

#### **PATENTS**

Mergers and acquisitions, alien investments, checklists, 1:34

#### PAYMENT PROBLEMS

Mergers and acquisitions, checklists, 1:12

### PENDING LITIGATION

Mergers and acquisitions, checklists generally, 1:7 controlling block, purchase and sale of, 1:44

### POLITICAL CONTRIBUTIONS

Mergers and acquisitions, 1:23

#### **POWER OF ATTORNEY**

Underwriters, 4:9, 4:11

### PREFERRED STOCK

Charters, bylaws, and other corporate documents, 2:44, 2:49

Mergers and acquisitions, common stock exchanged for preferred stock disappearing corporations, 15:13, 15:18, 15:33, 15:38

merger sub resolutions, **15:43**, **15:48** surviving corporations, **15:3**, **15:8**, **15:23**, **15:28** 

#### PRESS RELEASES

Mergers and acquisitions, 1:13

#### PRICE

Charters, bylaws, and other corporate documents, pricing resolutions, 2:46 to 2:50, 6:9 to 6:13 Mergers and acquisitions, 1:2

#### PRIVATE PLACEMENT

Charters, Bylaws, and Other Corporate Documents (this index)

#### **PROPERTY TAXES**

Mergers and acquisitions, 1:11

### **PROXIES**

Charters, bylaws, and other corporate documents, 2:19, 2:20

Questionnaires, 7:1

### **PUBLICITY**

Memorandum to directors and officers regarding publicity during registration, **6:3** 

### **PUBLIC OFFERINGS**

**Offerings** (this index)

### PURCHASES AND PURCHASERS

**Sale or Transfer of Property** (this index)

### **QUALIFICATIONS**

Mergers and acquisitions, qualification to do business in foreign states, **1:2** 

### **QUESTIONNAIRES**

Generally, 7:1 et seq.

Directors, officers and 5 percent security holders

S-1 questionnaire, 7:2

S-3 questionnaire, 7:6

Proxy statement and 10-K questionnaire, 7:1

S-1 questionnaire

directors, officers and 5 percent security holders, 7:2

selling security holders, 7:3

S-3 questionnaire

directors, officers and 5 percent security holders, **7:6** 

selling security holders, 7:7

Schedule 13D questionnaire, 7:8

Selling security holders

S-1 questionnaire, 7:3

S-2 questionnaire, 7:5

S-3 questionnaire, 7:7

Underwriters, 4:8

#### **OUORUM**

Mergers and acquisitions, 1:2

#### RECORDS AND RECORDING

Generally. Charters, Bylaws, and Other Corporate Documents (this index)

Mergers and acquisitions, checklists

generally, 1:14, 1:62

examination of documents in connection with acquisition

generally, 1:35, 1:36

underwriters and their lawyers in connection with public offerings, **1:66**, **1:67** 

### REGISTRATION

Memorandum to directors and officers regarding publicity during registration, **6:3** 

Mergers and acquisitions, checklists federal and state securities laws, **1:8** 

foreign agents, 1:23

### REPORTS

Mergers and acquisitions, checklists, 1:14, 1:62

### RESIGNATION

Charters, bylaws, and other corporate documents, resignation of directors, 2:35

### RESOLUTIONS

Charters, bylaws, and other corporate documents generally, **2:41 to 2:50** 

debt, offering of, 2:45, 2:50, 6:8, 6:13

directors secretary's certification, **2:34** 

stockholders' meetings, 2:34

one share and one warrant, offering of units consisting of, 2:42, 2:43, 2:47, 2:49, 6:5, 6:6, 6:10, 6:11

RESOLUTIONS—Cont'd  Charters, bylaws, and other corporate documents —Cont'd  preferred stock, offerings of, 2:44, 2:49  pricing resolutions, 2:46 to 2:50, 6:9 to 6:13  private placement, generally, 2:41 to 2:50  secretary's certification, 2:34, 2:39  selling stockholders, generally, 6:4, 6:7  stock offerings, generally, 2:41, 6:4, 6:7  Mergers and acquisitions  generally, 10:1 et seq., 15:1 et seq.  constituent companies, 15:1 to 15:20  directors' resolutions  generally, 10:11 to 10:15	SALE OR TRANSFER OF PROPERTY —Cont'd  Mergers and Acquisitions (this index)  Questionnaires to selling security holders S-1 questionnaire, 7:3 S-2 questionnaire, 7:5 S-3 questionnaire, 7:7  Underwriters closing memorandum, 5:1 to 5:3 debt selling agreement, 4:7 standard form, 4:6 stockholders, generally, 4:3, 4:4, 4:10, 4:11, 4:15, 4:16
constituent corporations, 15:1 to 15:5, 15:11 to 15:15	SALES AND USE TAXES Mergers and acquisitions, 1:11
friendly tender offer, <b>16:1</b> , <b>16:3</b> hostile tender offer, <b>16:2</b>	SCHEDULE 13D QUESTIONNAIRE Generally, 7:8
hostile tender offer that becomes friendly, 16:3 merger sub, 15:41 to 15:45 purchaser, resolutions of, 10:1 to 10:5	SCRIPT Charters, bylaws, and other corporate documents, agenda (script) for stockholders' meeting,
triangular mergers disappearing corporation, 15:31 to 15:35 merger sub, 15:41 to 15:45 surviving corporation, 15:21 to 15:25	2:27  SECRETARY'S CERTIFICATION  Charters, bylaws, and other corporate documents by-laws, 2:37
WOS generally, <b>10:21 to 10:25</b> disappearing corporations, <b>15:11 to 15:20</b> , <b>15:31 to 15:40</b>	director resolutions, 2:38 incumbency of officers, 2:40 resolutions, 2:34, 2:39 stockholder resolutions, 2:39
merger sub, <b>15:41 to 15:50</b> stockholder resolutions generally, <b>10:16 to 10:20</b>	SECURITY CLEARANCE Mergers and acquisitions, 1:20
constituent corporations, 15:6 to 15:10, 15:16 to 15:20	SEVERANCE PAY Mergers and acquisitions, 1:12
merger sub, 15:46 to 15:50 purchaser, 10:6 to 10:10 triangular mergers, 15:26 to 15:30, 15:36 to	SHERMAN ACT Mergers and acquisitions, 1:10
15:40, 15:46 to 15:50 WOS, 10:26 to 10:29 surviving corporations, 15:1 to 15:10, 15:21 to 15:30	SHIPS AND SHIPPING  Mergers and acquisitions, alien investments, checklists, 1:30
triangular mergers, 15:21 to 15:50 WOS, 10:21 to 10:30	SPECIALLY REGULATED INDUSTRIES Mergers and acquisitions, checklists, 1:12, 1:55
RESTRAINTS OF TRADE  Mergers and acquisitions, checklists, 1:10, 1:14,  1:39, 1:40	SPECIAL MEETINGS OF STOCKHOLDERS Charters, bylaws, and other corporate documents, 2:17, 2:26, 2:29
RETENTION LETTER Investment banking agreements, 8:2	SPLITS OF STOCK Mergers and acquisitions, checklists, 1:63 to 1:65
RETIREMENT OF STOCK  Mergers and acquisitions, checklists, 1:60	STATE LAWS Mergers and Acquisitions (this index)
SALE OR TRANSFER OF PROPERTY Charters, Bylaws, and Other Corporate Documents (this index)	STATEMENT OF ORGANIZATION Charters, bylaws, and other corporate documents, 2:8, 2:10

#### SUBSCRIPTIONS TO STOCK

Charters, bylaws, and other corporate documents, 2:13

#### **SURVEYS**

Underwriters, form of legal investment survey, **4:14** 

#### SURVIVING CORPORATIONS

**Mergers and Acquisitions** (this index)

#### **TARIFF ACT OF 1930**

Mergers and acquisitions, 1:19

#### **TAXATION**

Mergers and acquisitions, checklists generally, 1:11 alien investments, 1:32 controlling block, purchase and sale of, 1:39 dividends and stock splits, 1:65 issuer, purchase of stock by, 1:58

#### **TELECOMMUNICATIONS**

Mergers and acquisitions, alien investments, checklists. 1:18

#### TENDER OFFER

Mergers and acquisitions
cash, stock for, 12:4, 14:3, 14:4, 14:9
friendly tender offer, 16:1
hostile tender offer, 16:2
hostile tender offer that becomes friendly, 16:3
merger sub survives stock for cash triangular
merger with tender offer, 14:4
stock for stock merger of the constituent
companies with tender offer, 12:8

stock for stock triangular merger with tender

offer, merger sub survives, 12:9

### TRADING WITH THE ENEMY ACT

Mergers and acquisitions, checklists, 1:33

### TRANSFER AGENTS AND REGISTRARS

Mergers and acquisitions, notice, 1:13

### TRANSFER OF PROPERTY

**Sale or Transfer of Property** (this index)

# TRANSFER TAXES

Mergers and acquisitions, 1:11

### **TREATIES**

Mergers and acquisitions, checklists, 1:27, 1:32

### TRIANGULAR MERGERS

Cash, purchase of stock or assets for director resolutions of disappearing corporation, **15:34** director resolutions of merger sub, **15:44** director resolutions of surviving corporation, **15:24** 

#### TRIANGULAR MERGERS—Cont'd

Cash, purchase of stock or assets for—Cont'd stockholder resolutions of disappearing corporation, 15:39

stockholder resolutions of merger sub, **15:49** stockholder resolutions of surviving corporation, **15:29** 

### Resolutions, 15:21 to 15:50

Standard form of merger agreement: cash, stock for

company survives, 14:7 to 14:9 exchange offer, with, 14:6, 14:8 merger sub survives, 14:2, 14:6 tender offer, with, 14:9

Standard form of merger agreement: stock-forstock triangular merger

generally, **12:2**, **12:3** company survives, **12:3**, **12:7** 

exchange offer, with, **12:6**, **12:7** 

merger sub survives, 12:2, 12:7

Stock for debentures agreements company survives, 13:2

merger sub survives, 13:3

Stock-for-stock agreements, **12:2**, **12:3**, **12:6**, **12:7** 

#### **TRUSTEES**

Mergers and acquisitions, notice, 1:13

### TRUST INDENTURE ACT

Mergers and acquisitions, 1:28

#### UNDERWRITERS

Agreement among underwriters, generally, **4:1** Blue sky memorandum, form of, **4:12**, **4:13** Closing memoranda, **5:1** to **5:4** 

Contracts and agreements among underwriters, generally, **4:1** 

Debts

agreement, form of, **4:2**, **4:5**, **4:7** closing memorandum, debt offering, **5:4** 

Documents, generally, 4:1 to 4:16

Escrow agreement for selling stockholder, form of, **4:10** 

Lock-up letters, **4:15**, **4:16** 

Memorandum

blue sky memorandum, form of, 4:12, 4:13 closing memoranda, 5:1 to 5:4

Mergers and acquisitions, examination of documents by underwriters and their lawyers in connection with public offering, checklists, 1:66, 1:67

Offerings, closing memorandum, **5:1 to 5:4**One share and one warrant, offering of units consisting of, **5:2** 

Power of attorney, form of, **4:9, 4:11** 

Questionnaire, form of, 4:8

#### UNDERWRITERS—Cont'd

Sales

closing memorandum, 5:1 to 5:3
debt selling agreement, 4:7
standard form, 4:6
stockholders, generally, 4:3, 4:4, 4:10, 4:11,
4:15, 4:16

Survey of legal investments, form of, 4:14

#### **USE TAXES**

Mergers and acquisitions, 1:11

#### **VOTES AND VOTING**

Charters, bylaws, and other corporate documents, ballot for stockholders' meeting, 2:24 to 2:26

Mergers and acquisitions, 1:2, 1:41

#### WAIVER

Charters, Bylaws, and Other Corporate Documents (this index)

#### **WARRANTS**

Charters, bylaws, and other corporate documents, offering of units consisting of one share and one warrant, 2:42, 2:43, 2:47, 2:49, 6:5, 6:6, 6:10, 6:11

### WARRANTS-Cont'd

Mergers and acquisitions

disappearing corporation, common stock exchanged for units consisting of one share of common stock and one warrant, 15:12, 15:17, 15:32, 15:37

merger sub resolutions, common stock exchanged for units consisting of one share of common stock and one warrant, 15:42, 15:47

surviving corporation, common stock exchanged for units consisting of one share of common stock and one warrant, 15:2, 15:7, 15:22, 15:27

Underwriters, offering of units consisting of one share and one warrant, **5:2** 

#### WARRANTY OBLIGATIONS

Mergers and acquisitions, checklists, 1:12

### WAR RISK INSURANCE

Mergers and acquisitions, 1:16, 1:30

### WASTE OF CORPORATE ASSETS

Mergers and acquisitions, 1:2

### WOS RESOLUTIONS

Mergers and acquisitions, 10:21 to 10:30