

Table of Contents

Volume 9

CHAPTER 1. CHECKLISTS

I. CHECKLIST OF LEGAL ISSUES FOR ACQUISITIONS AND MERGERS

- § 1:1 Generally
- § 1:2 State laws
- § 1:3 Foreign laws
- § 1:4 Charters and by-laws
- § 1:5 Authority for acquisition
- § 1:6 Material agreements and related matters
- § 1:7 Pending litigation
- § 1:8 Federal and state securities laws
- § 1:9 Listing requirements
- § 1:10 Antitrust laws
- § 1:11 Federal and state tax laws
- § 1:12 Miscellaneous matters
- § 1:13 Notification to stockholders and others
- § 1:14 Reports and other filings
- § 1:15 Federal regulation of alien investment in the United States
- § 1:16 —Air transportation
- § 1:17 —Banking
- § 1:18 —Communications
- § 1:19 —Customhouse brokers
- § 1:20 —Defense
- § 1:21 —Energy
- § 1:22 —Exon-Florio Act
- § 1:23 —Foreign Agents Registration Act
- § 1:24 —Foreign direct investment disclosure
- § 1:25 —Government benefits
- § 1:26 —Government contracts
- § 1:27 —International agreements, commitments, and treaties
- § 1:28 —Investment regulation
- § 1:29 —Lands
- § 1:30 —Maritime
- § 1:31 —Mining
- § 1:32 —Taxation
- § 1:33 —Trading with the Enemy Act
- § 1:34 —Miscellaneous

II. CHECKLIST OF DOCUMENTS TO BE EXAMINED IN CONNECTION WITH ACQUISITIONS

- § 1:35 Generally
- § 1:36 Checklist

III. CHECKLIST FOR THE PURCHASE AND SALE OF A CONTROLLING BLOCK

- § 1:37 Generally
- § 1:38 State law issues
- § 1:39 Federal law issues
- § 1:40 Foreign laws
- § 1:41 Listing requirements
- § 1:42 Contractual and related issues
- § 1:43 Accounting treatment
- § 1:44 Pending litigation
- § 1:45 Notification to stockholders and others
- § 1:46 Reports and other filings

IV. CHECKLIST FOR THE PURCHASE OF STOCK BY THE ISSUER

- § 1:47 Generally
- § 1:48 State corporate law
- § 1:49 Federal securities laws
- § 1:50 Federal bankruptcy laws
- § 1:51 Contractual and related issues
- § 1:52 Listing requirements
- § 1:53 State blue-sky laws
- § 1:54 Foreign ownership of land
- § 1:55 Specially regulated industries
- § 1:56 Foreign stockholders
- § 1:57 Foreign laws
- § 1:58 State taxes
- § 1:59 Accounting treatment
- § 1:60 Retirement of purchased stock
- § 1:61 Notification to stockholders and others
- § 1:62 Reports and other filings

V. CHECKLIST FOR STOCK SPLITS AND STOCK DIVIDENDS

- § 1:63 Generally
- § 1:64 Distinction between splits and dividends
- § 1:65 Checklist

VI. CHECKLIST OF DOCUMENTS TO BE EXAMINED BY UNDERWRITERS AND THEIR LAWYERS IN CONNECTION WITH A PUBLIC OFFERING

- § 1:66 Generally
- § 1:67 Checklist

CHAPTER 2. CHARTER, BY-LAWS, AND OTHER CORPORATE DOCUMENTS

I. CERTIFICATES OF INCORPORATION

- § 2:1 New York charter

TABLE OF CONTENTS

§ 2:2 Delaware certificate of incorporation

II. BY-LAWS

§ 2:3 New York By-Laws

§ 2:4 Delaware By-Laws

III. INCORPORATION PAPERS

§ 2:5 Waiver of notice of incorporators meeting (Delaware)

§ 2:6 Waiver of notice of incorporators meeting (New York)

§ 2:7 Delaware minutes of incorporators meeting

§ 2:8 Delaware statement of organization

§ 2:9 New York minutes of incorporators meeting

§ 2:10 New York statement of organization

§ 2:11 Waiver of notice of first directors meeting

§ 2:12 Minutes of first directors meeting

§ 2:13 Stock subscription

IV. STOCKHOLDERS PAPERS

§ 2:14 Consent of stockholders

§ 2:15 Waiver of notice

§ 2:16 Notice of annual meeting

§ 2:17 Notice of special meeting

§ 2:18 Affidavit of mailing of notice

§ 2:19 Proxy

§ 2:20 Form of proxy statement

§ 2:21 Certificate of inspector

§ 2:22 Oath of inspector[s]

§ 2:23 Attendance slip

§ 2:24 Ballot for annual meeting

§ 2:25 Ballot or annual meeting—Cumulative voting

§ 2:26 Ballot for special meeting

§ 2:27 Agenda (script) for stockholders meeting

§ 2:28 Minutes of annual meeting of stockholders

§ 2:29 Minutes of special meeting of stockholders

§ 2:30 Checklist for stockholders meeting

V. DIRECTORS PAPERS

§ 2:31 Waiver of notice

§ 2:32 Notice of directors meeting

§ 2:33 Minutes of directors meeting

§ 2:34 Director resolutions in connection with stockholders meetings

§ 2:35 Resignation

§ 2:36 Consent of directors

VI. SECRETARY'S CERTIFICATIONS

§ 2:37 Secretary's certifications—By-laws

§ 2:38 —Director resolutions

§ 2:39 —Stockholder resolutions

§ 2:40 —Incumbency of officers

VII. RESOLUTIONS FOR A PRIVATE PLACEMENT

A. INITIAL RESOLUTIONS

- § 2:41 Offering of stock—Initial resolutions
- § 2:42 Offering of units consisting of one share and one warrant, the warrant being exercisable for one share of stock—Initial resolutions
- § 2:43 Offering of units consisting of one share and one warrant, the warrant being exercisable for one share of stock and another warrant—Initial resolutions
- § 2:44 Offering of preferred stock—Initial resolutions
- § 2:45 Offering of debt—Initial resolutions

B. PRICING RESOLUTIONS

- § 2:46 Offering of stock—Pricing resolution
- § 2:47 Offering of units consisting of one share and one warrant, the warrant being exercisable for one share of stock—Pricing resolution
- § 2:48 Offering of units consisting of one share and one warrant, the warrant being exercisable for one share of stock and another warrant—Pricing resolution
- § 2:49 Offering of preferred stock—Pricing resolutions
- § 2:50 Offering of debt—Pricing resolution

CHAPTER 3. CERTAIN STANDARD DOCUMENTS

- § 3:1 Standard form of letter of intent
- § 3:2 Standard form of employment contract
- § 3:3 Standard form of shareholders' agreement
- § 3:4 Standard form of escrow agreement
- § 3:5 Standard provisions for contracts

CHAPTER 4. UNDERWRITING DOCUMENTS

- § 4:1 Standard form of agreement among underwriters
- § 4:2 Form of agreement among underwriters—Debt
- § 4:3 Form of underwriting agreement (without selling stockholders)
- § 4:4 Standard form of underwriting agreement (with selling stockholders)
- § 4:5 Form of underwriting agreement—Debt
- § 4:6 Standard form of selling agreement
- § 4:7 Form of selling agreement—Debt
- § 4:8 Form of underwriters' questionnaire
- § 4:9 Form of underwriters' power of attorney
- § 4:10 Form of escrow agreement for selling stockholder
- § 4:11 Form of power of attorney of selling stockholder
- § 4:12 Form of preliminary blue sky memorandum
- § 4:13 Form of supplemental blue sky memorandum
- § 4:14 Form of legal investment survey
- § 4:15 Underwriter's lock-up letter—Selling stockholders exist
- § 4:16 —No selling stockholders

CHAPTER 5. UNDERWRITING CLOSING MEMORANDA

- § 5:1 Form of underwriting closing memorandum—Stock offering without selling stockholders

TABLE OF CONTENTS

- § 5:2 —Offering of units consisting of one share and one warrant; Without selling stockholders
- § 5:3 —Stock offering with selling stockholders
- § 5:4 —Debt offering

CHAPTER 6. CORPORATE DOCUMENTS RELATING TO GOING PUBLIC

I. LETTERS AND MEMORANDA

- § 6:1 Memorandum to directors and officers regarding Section 16
- § 6:2 Memorandum to directors and officers regarding going public
- § 6:3 Memorandum to directors and officers regarding publicity during registration

II. RESOLUTIONS FOR A PUBLIC OFFERING

A. INITIAL RESOLUTIONS

- § 6:4 Offering of stock—Without selling stockholders—Initial resolutions
- § 6:5 Offering of units consisting of one share and one warrant, the warrant being exercisable for one share of stock—Without selling stockholders—Initial resolutions
- § 6:6 Offering of units consisting of one share and one warrant, the warrant being exercisable for one share of stock and another warrant—Without selling stockholders—Initial resolutions
- § 6:7 Offering of stock—With selling stockholders—Initial resolutions
- § 6:8 Offering of debt—Initial resolutions

B. PRICING RESOLUTIONS

- § 6:9 Offering of stock—Without selling stockholders—Pricing resolutions
- § 6:10 Offering of units consisting of one share and one warrant, the warrant being exercisable for one share of stock—Without selling stockholders—Pricing resolutions
- § 6:11 Offering of units consisting of one share and one warrant, the warrant being exercisable for one share of stock and another warrant—Without selling stockholders—Pricing resolutions
- § 6:12 Offering of stock—With selling stockholders—Pricing resolutions
- § 6:13 Offering of debt—Pricing resolutions

CHAPTER 7. QUESTIONNAIRES

- § 7:1 Proxy statement and 10-K questionnaire
- § 7:2 S-1 questionnaire to directors, officers, and 5 percent security holders
- § 7:3 S-1 questionnaire to selling security holders
- § 7:4 *[Reserved]*
- § 7:5 *[Reserved]*
- § 7:6 S-3 questionnaire to directors, officers, and 5 percent security holders
- § 7:7 S-3 questionnaire to selling security holders
- § 7:8 Schedule 13D questionnaire

CHAPTER 8. INVESTMENT BANKING AGREEMENTS

- § 8:1 Form of financial advisory agreement with an investment banker

§ 8:2 Retention letter of investment banker—Fairness opinion

CHAPTER 9. ACQUISITION AGREEMENTS

- § 9:1 Standard form of acquisition agreement: Purchase of substantially all of seller's assets for purchaser's stock
- § 9:2 Standard form of acquisition agreement: Purchase of acquired corporation's stock for cash
- § 9:3 Standard form of acquisition agreement: Purchase of acquired corporation's stock for the purchaser's stock
- § 9:4 Standard form of acquisition agreement: Purchase of acquired corporation's assets for cash
- § 9:5 Standard form of acquisition agreement: Purchaser buying portion of acquired corporation's stock for cash

CHAPTER 10. RESOLUTIONS FOR AN ACQUISITION

I. DIRECTOR RESOLUTIONS OF THE PURCHASER

- § 10:1 Purchase of the acquired corporation's assets for the purchaser's stock—Director resolutions of the purchaser
- § 10:2 Purchase of the acquired corporation's stock for cash—Director resolutions of the purchaser
- § 10:3 Purchase of the acquired corporation's stock for the purchaser's stock—Director resolutions of the purchaser
- § 10:4 Purchase of the acquired corporation's assets for cash—Director resolutions of the purchaser
- § 10:5 The purchaser buying a portion of the acquired corporation's stock for cash—Director resolutions of the purchaser

II. STOCKHOLDER RESOLUTIONS OF THE PURCHASER

- § 10:6 Purchase of the acquired corporation's assets for the purchaser's stock—Stockholder resolutions of the purchaser
- § 10:7 Purchase of the acquired corporation's stock for cash
- § 10:8 Purchase of the acquired corporation's stock for the purchaser's stock—Stockholder resolutions of the purchaser
- § 10:9 Purchase of the acquired corporation's assets for cash
- § 10:10 The purchaser buying a portion of the acquired corporation's stock for cash

III. DIRECTOR RESOLUTIONS OF THE ACQUIRED CORPORATION

- § 10:11 Purchase of the acquired corporation's assets for the purchaser's stock—Director resolutions of the acquired corporation
- § 10:12 Purchase of the acquired corporation's stock for cash—Director resolutions of the acquired corporation
- § 10:13 Purchase of the acquired corporation's stock for the purchaser's stock—Director resolutions of the acquired corporation
- § 10:14 Purchase of the acquired corporation's assets for cash—Director resolutions of the acquired corporation
- § 10:15 The purchaser buying a portion of the acquired corporation's stock for cash—Director resolutions of the acquired corporation

IV. STOCKHOLDER RESOLUTIONS OF THE ACQUIRED CORPORATION

- § 10:16 Purchase of the acquired corporation's assets for the purchaser's stock—
Stockholder resolutions of the acquired corporation
- § 10:17 *[Reserved]*
- § 10:18 *[Reserved]*
- § 10:19 Purchase of the acquired corporation's assets for cash—Stockholder
resolutions of the acquired corporation
- § 10:20 The purchaser buying a portion of the acquired corporation's stock for
cash—Stockholder resolutions of the acquired corporation

V. DIRECTOR RESOLUTIONS OF WOS

- § 10:21 Purchase of the acquired corporation's assets for the purchaser's stock—
Director resolutions of WOS
- § 10:22 Purchase of the acquired corporation's stock for cash—Director resolutions
of WOS
- § 10:23 Purchase of the acquired corporation's stock for the purchaser's stock—
Director resolutions of WOS
- § 10:24 Purchase of the acquired corporation's assets for cash—Director
resolutions of WOS
- § 10:25 The purchaser buying a portion of the acquired corporation's stock for
cash—Director resolutions of WOS

VI. STOCKHOLDER RESOLUTIONS OF WOS

- § 10:26 Purchase of the acquired corporation's assets for the purchaser's stock—
Stockholder resolutions of WOS
- § 10:27 *[Reserved]*
- § 10:28 *[Reserved]*
- § 10:29 Purchase of the acquired corporation's assets for cash—Stockholder
resolutions of WOS

CHAPTER 11. ACQUISITION CLOSING MEMORANDA

- § 11:1 Form of acquisition closing memorandum—Purchase of acquired
corporation's assets for purchaser's stock
- § 11:2 —Purchase of acquired corporation's stock for cash
- § 11:3 —Purchase of acquired corporation's stock for purchaser's stock
- § 11:4 —Purchase of acquired corporation's assets for cash
- § 11:5 —Purchaser buying portion of acquired corporation's stock for cash

Volume 9A

CHAPTER 12. MERGER AGREEMENTS—STOCK FOR STOCK

- § 12:1 Standard form of merger agreement: stock for stock—Constituent
companies
- § 12:2 Standard form of merger agreement: stock for stock triangular merger—
Merger sub survives
- § 12:3 —Company survives
- § 12:4 Standard form of merger agreement: stock for stock triangular merger with
tender offer—Company survives

- § 12:5 A merger agreement: stock for stock merger of the constituent companies with exchange offer
- § 12:6 Standard form of merger agreement: stock for stock triangular merger with exchange offer—Company survives
- § 12:7 —Merger sub survives
- § 12:8 Standard form of merger agreement: stock for stock merger of the constituent companies with tender offer
- § 12:9 Standard form of merger agreement: stock for stock triangular merger with tender offer—Merger sub survives

Volume 9B

CHAPTER 13. MERGER AGREEMENTS—STOCK FOR DEBENTURES

- § 13:1 Standard form of merger agreement: Stock for debentures merger of the constituent companies
- § 13:2 Standard form of merger agreement: Stock for debentures triangular merger—Company survives
- § 13:3 —Merger sub survives
- § 13:4 Standard form of merger agreement: Stock for debentures merger of the constituent companies with tender offer

CHAPTER 14. MERGER AGREEMENTS—STOCK FOR CASH

- § 14:1 Standard form of merger agreement: Stock for cash merger of the constituent companies
- § 14:2 Standard form of merger agreement: Stock for cash triangular merger—Merger sub survives
- § 14:3 Standard form of merger agreement: Stock for cash merger of the constituent companies with tender offer
- § 14:4 Standard form of merger agreement: Stock for cash triangular merger with tender offer—Merger sub survives
- § 14:5 Standard form of merger agreement: Stock for cash merger of the constituent companies with exchange offer
- § 14:6 Standard form of merger agreement: Stock for cash triangular merger with exchange offer—Merger sub survives
- § 14:7 Standard form of merger agreement: Stock for cash triangular merger—Company survives
- § 14:8 Standard form of merger agreement: Stock for cash triangular merger with exchange offer—Company survives
- § 14:9 Standard form of merger agreement: Stock for cash triangular merger with tender offer—Company survives

CHAPTER 15. RESOLUTIONS FOR A MERGER

I. RESOLUTIONS FOR A MERGER OF THE CONSTITUENT CORPORATIONS

A. DIRECTOR RESOLUTIONS OF THE SURVIVING CORPORATION

- § 15:1 Common stock exchanged for common stock—Director resolutions of the surviving corporation

TABLE OF CONTENTS

- § 15:2 Common stock exchanged for units consisting of one share of common stock and one warrant, the warrant being exercisable for one share of common stock—Director resolutions of the surviving corporation
- § 15:3 Common stock exchanged for preferred stock—Director resolutions of the surviving corporation
- § 15:4 Common stock exchanged for cash—Director resolutions of the surviving corporation
- § 15:5 Common stock exchanged for debt—Director resolutions of the surviving corporation

B. STOCKHOLDER RESOLUTIONS OF THE SURVIVING CORPORATION

- § 15:6 Common stock exchanged for common stock—Stockholder resolutions of the surviving corporation
- § 15:7 Common stock exchanged for units consisting of one share of common stock and one warrant, the warrant being exercisable for one share of common stock—Stockholder resolutions of the surviving corporation
- § 15:8 Common stock exchanged for preferred stock—Stockholder resolutions of the surviving corporation
- § 15:9 Common stock exchanged for cash—Stockholder resolutions of the surviving corporation
- § 15:10 Common stock exchanged for debt—Stockholder resolutions of the surviving corporation

C. DIRECTOR RESOLUTIONS OF THE DISAPPEARING CORPORATION

- § 15:11 Common stock exchanged for common stock—Director resolutions of the disappearing corporation
- § 15:12 Common stock exchanged for units consisting of one share of common stock and one warrant, the warrant being exercisable for one share of common stock—Director resolutions of the disappearing corporation
- § 15:13 Common stock exchanged for preferred stock—Director resolutions of the disappearing corporation
- § 15:14 Common stock exchanged for cash—Director resolutions of the disappearing corporation
- § 15:15 Common stock exchanged for debt—Director resolutions of the disappearing corporation

D. STOCKHOLDER RESOLUTIONS OF THE DISAPPEARING CORPORATION

- § 15:16 Common stock exchanged for common stock—Stockholder resolutions of the disappearing corporation
- § 15:17 Common stock exchanged for units consisting of one share of common stock and one warrant, the warrant being exercisable for one share of common stock—Stockholder resolutions of the disappearing corporation
- § 15:18 Common stock exchanged for preferred stock—Stockholder resolutions of the disappearing corporation
- § 15:19 Common stock exchanged for cash—Stockholder resolutions of the disappearing corporation
- § 15:20 Common stock exchanged for debt—Stockholder resolutions of the disappearing corporation

II. RESOLUTIONS FOR A TRIANGULAR MERGER

A. DIRECTOR RESOLUTIONS OF THE SURVIVING CORPORATION

- § 15:21 Common stock exchanged for common stock—Director resolutions of the surviving corporation
- § 15:22 Common stock exchanged for a unit consisting of one share of common stock and one warrant, the warrant being exercisable for one share of common stock—Director resolutions of the surviving corporation
- § 15:23 Common stock exchanged for preferred stock—Director resolutions of the surviving corporation
- § 15:24 Common stock exchanged for cash—Director resolutions of the surviving corporation
- § 15:25 Common stock exchanged for debt—Director resolutions of the surviving corporation

B. STOCKHOLDER RESOLUTIONS OF THE SURVIVING CORPORATION

- § 15:26 Common stock exchanged for common stock—Stockholder resolutions of the surviving corporation
- § 15:27 Common stock exchanged for a unit consisting of one share of common stock and one warrant, the warrant being exercisable for one share of common stock—Stockholder resolutions of the surviving corporation
- § 15:28 Common stock exchanged for preferred stock—Stockholder resolutions of the surviving corporation
- § 15:29 Common stock exchanged for cash—Stockholder resolutions of the surviving corporation
- § 15:30 Common stock exchanged for debt—Stockholder resolutions of the surviving corporation

C. DIRECTOR RESOLUTIONS OF THE DISAPPEARING CORPORATION

- § 15:31 Common stock exchanged for common stock—Director resolutions of the disappearing corporation
- § 15:32 Common stock exchanged for a unit consisting of one share and one warrant, the warrant being exercisable for one share of common stock—Director resolutions of the disappearing corporation
- § 15:33 Common stock exchanged for preferred stock—Director resolutions of the disappearing corporation
- § 15:34 Common stock exchanged for cash—Director resolutions of the disappearing corporation
- § 15:35 Common stock exchanged for debt—Director resolutions of the disappearing corporation

D. STOCKHOLDER RESOLUTIONS OF THE DISAPPEARING CORPORATION

- § 15:36 Common stock exchanged for common stock—Stockholder resolutions of the disappearing corporation
- § 15:37 Common stock exchanged for a unit consisting of one share and one warrant, the warrant being exercisable for one share of common stock—Stockholder resolutions of the disappearing corporation

TABLE OF CONTENTS

- § 15:38 Common stock exchanged for preferred stock—Stockholder resolutions of the disappearing corporation
- § 15:39 Common stock exchanged for cash—Stockholder resolutions of the disappearing corporation
- § 15:40 Common stock exchanged for debt—Stockholder resolutions of the disappearing corporation

E. DIRECTOR RESOLUTIONS OF MERGER SUB

- § 15:41 Common stock exchanged for common stock—Director resolutions of Merger Sub
- § 15:42 Common stock exchanged for a unit, consisting of one share of common stock and one warrant, the warrant being exercisable for one share of common stock—Director resolutions of Merger Sub
- § 15:43 Common stock exchanged for preferred stock—Director resolutions of Merger Sub
- § 15:44 Common stock exchanged for cash—Director resolutions of Merger Sub
- § 15:45 Common stock exchanged for debt—Director resolutions of Merger Sub

F. STOCKHOLDER RESOLUTIONS OF MERGER SUB

- § 15:46 Common stock exchanged for common stock—Stockholder resolutions of Merger Sub
- § 15:47 Common stock exchanged for a unit, consisting of one share of common stock and one warrant, the warrant being exercisable for one share of common stock—Stockholder resolutions of Merger Sub
- § 15:48 Common stock exchanged for preferred stock—Stockholder resolutions of Merger Sub
- § 15:49 Common stock exchanged for cash—Stockholder resolutions of Merger Sub
- § 15:50 Common stock exchanged for debt—Stockholder resolutions of Merger Sub

CHAPTER 16. TENDER OFFERS

- § 16:1 Friendly tender offer
- § 16:2 Hostile tender offer
- § 16:3 Hostile tender offer that becomes friendly

Table of Laws and Rules

Table of Cases

Index