LUCAS CORPORATE SERVICES

COMPANY RECORDS WORKSHEET

When a trust is listed in a Delaware LLC's records

Build a dated packet of existing records. Do not use this worksheet to determine ownership, membership, or signing authority.

LLC legal name	Delaware file number	Packet as of

Request and deadline	Record keeper	Reviewer

01 Gather the current records

- ☐ Filed formation certificate and amendments
- ☐ Current LLC agreement and amendments
- ☐ Current member or ownership record, if kept
- ☐ Existing assignments, admissions, or consents

Check names, file numbers, and dates. Note unclear versions and keep drafts separate from final records. A formation certificate does not replace internal ownership records.

02 Record each role separately

Copy the exact name and capacity shown. Add the document, date, and page. If the packet does not show a role, write "Not evidenced." An assignment alone does not establish membership or signing authority.

ROLE	NAME AND CAPACITY	DOCUMENT, DATE, AND PAGE
Economic interest		
Membership		
Management / signing		

03 Log gaps and limit what you share

Note mismatched names or capacities without altering source records. Before sharing a full trust instrument, check whether a narrower record meets the request and confirm a secure delivery method.

Discrepancy or missing record	Next check, owner, and due date

Administrative worksheet only. It does not determine rights, authority, or tax treatment, and is not legal, tax, fiduciary, or trustee advice.

Formation § 18-201 **Management § 18-402** **Assignment and admission §§ 18-702, 18-704**