

“We love having the Guide to Corporate Records on hand. It’s practically idiot-proof . . .”

Vancouver Lawyer, Marie-Louise Fast

GUIDE to CORPORATE RECORDS

Volumes 1 and 2 and Digital Precedents

[the Digital Precedents: an extensive library of over 300 in MSWord]

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Written by BC Paralegals Gabrielle M. Komorowska and Julia Kadow

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Published and updated for over fifteen years, **GUIDE to CORPORATE RECORDS** is widely recognized as the authoritative practice manual for legal support staff and anyone who maintains corporate records in British Columbia. It has stood the test of time and is a **must-have** for the paralegal or practitioner working in this complicated and lucrative area of practice.

High calibre and well-organized, the **GUIDE** covers virtually every aspect of corporate records management. It is jam-packed with instruction, precedents, practical pointers and pitfalls to avoid. The many checklists ensure that work flows efficiently and thoroughly. Procedure is detailed in a logical, step-by-step manner with clear, precise wording.

Comprised of 21 chapters, this impressive two-volume **GUIDE** is all that any BC law office needs to run an efficient corporate records department.

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GUIDE to CORPORATE RECORDS

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Jenny Krane, Corporate Assistant

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a Kelowna lawyer

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Unlike a one-off course manual, the **GUIDE** is regularly updated to keep pace with ever-changing procedure. An update package consists of new replacement pages, a cover letter *explaining* the changes and any updated digital **Precedents**. An update subscription (about \$250/yr) covers both volumes and allows you to keep your **GUIDE** reliable.



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