

# RENAISSANCE INTERNATIONAL ENTERPRISES

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Phone: 704-919-3478 Fax: 704-919-3479  
Mail Address: 13016 Eastfield Rd. #200-201 Huntersville, North Carolina 28078

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## MEMORANDUM

Please obtain as much of the following as available. Please return a copy of this marked to show what is attached, and what may not be applicable. Please supply copies of the following information as soon as possible to the above address:

1. Articles of Incorporation- a copy of the filing with the State, including any amendments.
2. Bylaws- including any amendments.
3. Agreements- a copy of all current, including amendments, agreements, whether in the form of a written Agreement, or by Memorandum, Letter of Intents, Letter Agreements, or otherwise, involving anything and everything relating to the Company, or any affiliated business, including:

- employees
- stock options, warrants, and subscriptions
- security and loan agreements
- financing statements
- voting agreements
- shareholder agreements
- transfer agent agreement
- accountant engagement
- license agreements
- merger or acquisition agreements

Note: if there are any verbal agreements, please provide a Memorandum explaining same.

4. Financial Statements-a copy of the latest financials, including notes.
5. List of Liabilities-please itemize and explain all current outstanding liabilities, with copies of all related documents, like demand letters.
6. List of Assets-please itemize and explain all current outstanding assets, with copies of all related documents.
7. Name, Age and Resume for each Director-the resume should explain what, from date to date, the person has been doing in the past 5 years (name companies, title, and business of the company), and degrees, including name of school, name of degree and date given, when they became involved with the Company, what is their ownership in the Company, and any past problems including felonies, bankruptcies (whether individual or relating to a company they were involved in), loss of any license, and any governmental penalty or prohibition applicable to the person.
8. Name, Age and Resume for each Officer-same as above

9. Business Plan-any past or present as available, and any industry information, like articles, research, etc.

10. Shareholder's List-current certified shareholders list identifying free and restricted shares. A list should supply the name, address and number of shares held. This also applies to any other securities of the Company.

11. An itemization of the capitalization of the Company detailing:

-how many shares are free trading, and how many restricted--but also how many restricted shares are over one year old, so that they may shortly be free trading;

-the names of persons and firms, and amounts, holding over 5% of the stock; and

-an explanation of all capital raising transactions in past 12 months--for example any Rule 504 offerings, or simple private stock sales, including how much raised, copies of documentation, etc.

12. Corporate Minutes Book-if available, showing all corporate minutes, and enclosures.

13. Patents, Trademarks, etc.-a list and supportive documentation as to all proprietary rights, whether registered or pending.

14. Stock Offerings-a copy of all current and past offering materials, including prospectuses, of the Company, and any Form D Federal, and state, filings.

15. Affiliated Transactions-explain any arrangements or agreements involving any Director, officer, or 5% or more shareholder and the Company or other affiliated entity, like leases, past sales of equipment, consulting fees, etc.

16. Subsidiary and Other Affiliated Entities-an explanation of any subsidiary or affiliated entity, including name and details.

17. Please supply the current corporate addresses and locations for the Company, including fax numbers and E-Mail and Web page addresses. Designate, also, the main one for our records.