Global Subsidiary Management

Year-End Global Entity Checklist

10 questions before you close this year.

Use this as a quick visibility test for your multinational entity portfolio. A "not sure" answer is a visibility gap. A "needs action" answer should leave the review with a named owner and due date.

1. Can we produce a complete, current list of every legal entity and branch, including jurisdiction, status, ownership and internal owner?

☐ Yes ☐ Not Sure ☐ Needs Action

2. Do we know every filing, renewal, meeting or governance action due before year-end and during the first 90 days of the new year?

☐ Yes ☐ Not Sure ☐ Needs Action

3. Are our entities in good standing where applicable - or do we know exactly which entities have an open issue that needs attention?

☐ Yes ☐ Not Sure ☐ Needs Action

4. Are directors, officers, shareholders and authorized signatories current in our records, with known changes reflected locally where required?

☐ Yes ☐ Not Sure ☐ Needs Action

5. Are statutory books, registers, minutes, resolutions, stock ledgers or capitalization records and key corporate documents complete and easy to locate where applicable?

☐ Yes ☐ Not Sure ☐ Needs Action

6. Are registered office, registered agent, company secretary, directorship and other local service arrangements current, with renewals and open matters visible?

☐ Yes ☐ Not Sure ☐ Needs Action

7. Can we see the status of work handled by local providers without chasing separate email chains across multiple jurisdictions?

☐ Yes ☐ Not Sure ☐ Needs Action

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When your entities are under control, you worry less

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8. Would the entity-management process continue normally if the person who knows the portfolio best was unavailable for two weeks

☐ Yes ☐ Not Sure ☐ Needs Action

9. Have we identified dormant, duplicative or low-value entities that may no longer serve a business purpose and should be reviewed?

☐ Yes ☐ Not Sure ☐ Needs Action

10. If the CEO or CFO asked tomorrow for a current governance overview of the portfolio, could we answer quickly and with confidence?

☐ Yes ☐ Not Sure ☐ Needs Action

Top Priorities Before Year-End

Entity / Jurisdiction	Action	Owner	Due

Three actions to carry into the new year: 1) assign an owner to every open item, 2) put known deadlines on a shared 90-day calendar, and 3) keep evidence and status in one reliable place

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