


2012 - ANNUAL MINUTES REQUIREMENT FORM
OFFICERS, DIRECTORS AND SHAREHOLDERS
(Florida Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Key Code K150168621	Notice Date 2012-05	Corporation Number F06000002447	Incorporation Date 04/18/2006
Business Address ***** AUTO**MIXED AADC 150 692 6/6 ABC Sample Company Inc 123 Main Street New York, NY 00000-0000 			
			Please Respond By Jun. 15, 2012

FLORIDA BUSINESS CORPORATIONS ACT Chapter 607.1601(1): Corporate records ... "A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors, a record of all actions taken by the shareholders or board of directors without a meeting and a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the corporation." FLORIDA BUSINESS CORPORATIONS ACT Chapter 607.0701(1): Annual meeting ... "A corporation shall hold a meeting of shareholders annually, for the election of directors and for the transaction of any proper business, at a time stated in or fixed in accordance with the by laws." These documents may be prepared by any entity including but not limited to our services. CORPORATE FILING SERVICES IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE A CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE.

Please fill out this Annual Minutes Requirement Form. Your information will be kept confidential and will not be shared with any other business entities. Mail the completed form with your check for \$125.00 payable to Corporate Filing Services in the enclosed envelope. If you have any questions, please email us at Corpfilingservices@gmail.com.

Step 1. CONTACT PERSON Enter the name & email address of the contact person.

Contact Name	Contact Email
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Step 2. CORPORATE OFFICERS (Required) Enter the names & titles of all corporate officers.

Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title

Step 3. CORPORATE DIRECTORS (Required) Enter the names of all members of the Board of Directors.

Name	Name
Name	Name
Name	Name
Name	Name

Step 4. SHAREHOLDERS (Required) Enter the names of each stockholder & the number of shares issued to each of them.

Name	No. of Shares	Name	No. of Shares
Name	No. of Shares	Name	No. of Shares
Name	No. of Shares	Name	No. of Shares
Name	No. of Shares	Name	No. of Shares

Step 5. (Required) Check appropriate payment method & fillout subitems.

<input type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED	<input type="checkbox"/> CREDIT CARD
Please make your check payable to: Corporate Filing Service PO Box 5618 Tallahassee, FL 23201-5618	Enter Credit Card Number: <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	Enter Expiration Date of Credit Card: <div><div></div><div></div><div>/</div><div></div><div></div></div>

Step 6. Provide your signature for authorization.

Signature	Date
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Step 7. Return this entire completed form with payment in the enclosed return envelope.

**INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES REQUIREMENT
STATEMENT (CS FORM MIN-FL12)**

Review the accuracy of the preprinted corporate name and address and make any changes necessary.
PLEASE PRINT CLEARLY.

- Step 1 Enter the name and email address of the person to contact if we have any questions.
- Step 2 **(Required)** Enter the title of an officer and the name of the officer. You must have at least one officer. Typical officers are chief executive officer (CEO)-President-Vice President-Secretary-Assistant Secretary-Chief Financial Officer Treasurer-Chief Operations Officer (COO). In addition, list any other corporate officers.
- Step 3 **(Required)** Enter the name of a member of the Board of Directors. Members of the Board of Directors must be at least 18 years of age. You must have at least one member of the Board of Directors. Enter the names of any additional members of the Board of Directors.
- Step 4 **(Required)** Enter the name of each stockholder and the number of shares issued to each of them. If no stock has been issued, enter "none". You must account for 100% of the outstanding shares.
- Step 5 **(Required)** Provide a valid payment method.
- Step 6 Sign the form to verify the validity of information provided and authorize your payment.
- Step 7 Return the entire completed form with payment.

Please note: All items marked (Required) must be completed or we will not be able to prepare the document.

Submit the annual minutes requirement statement (CS FORM MIN-FL12) together with the payment for preparation of documents to satisfy the annual minutes requirement for your corporation. **Submit a check for \$125.00 payable to Corporate Filing Services and mail to:**

**CORPORATE FILING SERVICES
PO BOX 5618
Tallahassee, FL 32301-5618**

Completed documents will be mailed to you within four weeks. Have each party sign the documents where indicated and keep them as permanent records.

Maintaining records is important to the existence of all corporations. In particular the recording of shareholders and director meetings. You can engage an attorney to prepare them, prepare them yourself, use some other service company or use our service.

Please note: The preparation of minutes of annual meetings does not satisfy the requirement to file the annual report required by FLORIDA BUSINESS CORPORATIONS ACT Chapter 607.1622. To file the annual report go to <https://efile.sunbiz.org/ubr001.html> and follow the instructions.