
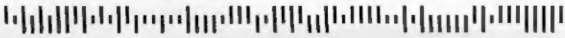


2013 - ANNUAL MINUTES FORM

SHAREHOLDERS, DIRECTORS AND OFFICERS

(Florida Corporations)

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

Key Code	Notice Date	Corporation Number	Incorporation Date
Business Address			
ABC Company 123 Main Street New York, NY 00000			
			Please Respond By September 20, 2013

Business Filing Services will prepare and provide corporate minutes that meet the following requirements of Florida law:

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 607.070(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 law."

Corporate minutes may also be prepared by corporate officers or other agents. BUSINESS FILING SERVICES IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE.

Please complete this Annual Minutes Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your payment for **\$125.00 payable to Business Filing Services** in the enclosed envelope. If you have any questions, please email us at records@businessfilingservices.us

Step 1. SHAREHOLDERS Enter the names of each stockholder.

Name	Name
Name	Name
Name	Name
Name	Name

Step 2. CORPORATE DIRECTORS Enter the names of all members of the Board of Directors.

Name	Name
Name	Name
Name	Name
Name	Name

Step 3. CORPORATE OFFICERS 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 4. CONTACT PERSON Enter the name & email address of the contact person.

Contact Name	Contact Email	Contact Phone
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Step 5. Check appropriate payment method & fill out subitems.

☐ CHECK OR MONEY
ORDER ENCLOSED

Please make your check payable to:

Business Filing Services
5032 Capital Cir SW
Suite #2 - 139
Tallahassee, FL 32305

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 FORM
(Florida Corporations)

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

- Step 1 Enter the name of each stockholder. You must account for 100% of the outstanding shares.
- Step 2 Enter the name of all members of the Board of Directors. Members of the Board of Directors must be at least 18 years of age.
- Step 3 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 4 Enter the name and email address of the person to contact if we have any questions.
- Step 5 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.

Submit the Annual Minutes Form together with the payment for preparation of documents to satisfy the annual minutes requirement for your corporation. **Submit payment for \$125.00 payable to Business Filing Service and mail to:**

BUSINESS FILING SERVICES
5032 CAPITAL CIR SW
SUITE #2 - 139
TALLAHASSEE, FL 32305

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 607.1622. The annual report and instructions may be found online.