2015 ANNUAL MINUTES
SHAREHOLDERS, DIRECTORS AND OFFICERS
(Minnesota Corporations)

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

Key Code:	Notice Date:	Corporation Number:	Incorporation Date:

Please Respond By:
June 5, 2015

Annual Business Services will prepare and provide corporate minutes that meet the following requirements of Minnesota Law:
MINNESOTA STATUTES §302A.431 - Regular Meetings Of Shareholders. Subdivision 1. Frequency - Regular meetings of shareholders may be held on an annual or other less frequent periodic basis...
MINNESOTA STATUTES §302A.461 - Books and Records. Subdivision 2. - A corporation shall keep at its principal executive office or at another place or places within the United States determined by the board...(a) records of all proceedings of shareholders for the last three years; (b) records of all proceedings of the board for the last three years;
Do not confuse these minutes requirements with your obligation to file an Annual Report with the State of Minnesota. You are not obligated to use Annual Business Services to prepare your Annual Minutes. ANNUAL BUSINESS SERVICES IS NOT A GOVERNMENT AGENCY AND DOES NOT REPRESENT A GOVERNMENT AGENCY.

Please complete this Annual Minutes Form. Your information will be kept confidential and will not be disclosed to third parties. Annual Business Services is a document preparation service and does not file any documents. Mail the completed form with your payment of **$125.00 Payable to Annual Business Services** or enter your credit card information in the form provided below. Please return in the enclosed envelope. If you have any questions email us at support@annualbusinessservices.us or call us toll free at (855) 246-8622

STEP 1: Designate Chair and Secretary - If you haven't designated these list yourself for both

Chair Name:	Secretary Name:

STEP 2: List All Shareholders - This is anyone who holds stock/ownership, total % must equal 100%

Name: % Owned:	Name: % Owned:
Name: % Owned:	Name: % Owned:
Name: % Owned:	Name: % Owned:

STEP 3: List All Directors - List anyone on your board of directors

Name:	Name:
Name:	Name:
Name:	Name:

STEP 4: List All Corporate Officers - List anyone who holds a title (CEO, CFO, President, etc)

Name: Title:	Name: Title:
Name: Title:	Name: Title:
Name: Title:	Name: Title:

STEP 5: Non Profits - Does this company operate as a non profit? ☐ YES ☐ NO

STEP 6: Contact Info - Enter your contact information in case we have questions

Name:	Email:	Phone Number:

STEP 7: Payment - Select payment method and double check payment information

☐ **CHECK OR MONEY ORDER ENCLOSED**

Please make your check or money order payable to:

Annual Business Services
1043 Grand Avenue #226
Saint Paul, MN 55105

CREDIT CARD PAYMENT

☐ Visa & Mastercard ☐ American Express ☐ Discover

Enter Credit Card Number

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Enter Card Expiration Date: ☐☐ / ☐☐

CVC (3 digits) On Back Of Card: ☐☐☐

Billing Zip Code: ☐☐☐☐☐

STEP 8: Signature - Sign to verify the information you provided and to authorize payment

Signature:	Date:

STEP 9: Return Completed Form - Return this form and payment in the provided return envelope

FOR OFFICE USE ONLY

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Please Respond By: June 5, 2015