2016 - ANNUAL RECORDS SOLICITATION FORM
SHAREHOLDERS, DIRECTORS AND OFFICERS
(Texas Corporations)

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

Key Code	Notice Date	Corporation Number	

Business Address

ABC Sample Company
123 Main Street
New York, NY 00000

Please Respond By
Nov. 13, 2015

Texas Council for Corporations, a private company, will prepare & provide, for a fee, corporate consent records in lieu of meeting minutes that fulfill the following requirements of Texas law:

TEXAS BUSINESS ORGANIZATIONS CODE §21.351: Annual meeting ... "An annual meeting of the shareholders of a corporation shall be held at a time that is stated in or set in accordance with the corporation's bylaws." Texas Business Organizations Code §21.411: "Regular meetings of the board of directors of a corporation may be held with or without notice as prescribed by the corporation's bylaws."

TEXAS BUSINESS ORGANIZATIONS CODE §3.151: Corporate records ... "Each filing entity shall keep: ... (2) minutes of the proceedings of the owners or members or governing authority of the filing entity and committees of the owners or members or governing authority of the filing entity."

Corporate records may also be prepared by corporate officers or other agents. TEXAS COUNCIL FOR CORPORATIONS IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE. The failure to maintain the corporate records required by law may have negative consequences but will NOT result in your business being dissolved by the state of Texas

Please complete this Annual Records Solicitation 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 Texas Council for Corporations** in the enclosed envelope. If you have any questions, please email us at services@councilforcorps.com or call us at (888) 408-0886.

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