

# CORPORATE RECORDS COMPLIANCE OFFICE NOTICE OF ANNUAL MINUTES COMPLIANCE



[Redacted]

Incorporation Date: [Redacted]  
Secretary of State No.: [Redacted]  
CRCO File No.: [Redacted]

**New York Annual Minutes Requirement.** New York State Business Corporation Law Article Six requires non-exempt New York corporations to hold annual meetings of shareholders for elections of directors and conduct of other business, to appoint one or more inspectors and make a written report of meetings and to keep minutes of meetings of shareholder, directors and officers in written form or in form capable of reduction to written form in a reasonable time.

**Consequences of Non-Compliance.** Failure to comply with such corporate formalities may possibly result in personal liability of the corporation's shareholders, directors and officers for all corporation debts and obligations without limit to amount based upon alter ego liability. CRCO does not and cannot offer legal advice. If you require legal advice concerning your corporation and its obligations consult an attorney licensed to practice law in the State of New York.

**Complete & Mail the Form Below to Ensure Compliance.** 1) Review information on form, 2) make necessary changes, 3) complete ALL required information, and 4) Mail the form in the enclosed envelope with \$120 check payable to Corporate Records Compliance Center no later than 11/28/10.

**File Your Certificate of Minutes in Your Corporate Book.** Upon receipt of your check and form, you will be sent a Certificate of Minutes of Board of Directors and Shareholders to file in your corporate minute book. You should receive your Certificate of Minutes within 3 weeks of sending your form.

Detach the completed form below and mail to us in the enclosed envelope.

Tear Here

Business Name and Principal Office Street Address [Redacted]		City [Redacted]	State ME	Zip [Redacted]
Person to Contact [Redacted]	E-mail (Optional)	Telephone (With Area Code) [Redacted]	FAX (With Area Code)	
OFFICERS - Names of all officers, including officers who are directors. 2		DIRECTORS - Names of all directors, including directors who are officers.		
President/CEO [Redacted]		DIRECTOR #1 [Redacted]		
Secretary [Redacted]		DIRECTOR #2 [Redacted]		
Treasurer/CFO [Redacted]		DIRECTOR #3		
Vice-President [Redacted]		DIRECTOR #4		
RETURN NO LATER THAN 11/28/10		DIRECTOR #5		
If additional space is needed for officer and director names, please attach a separate sheet of paper.		DIRECTOR #6		
THIS SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENT AGENCY AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT. THIS IS NOT A BILL.		DIRECTOR #7		
		DIRECTOR #8		
		<b>AMOUNT ENCLOSED \$120.00</b>		

**ANNUAL MINUTES REQUIREMENT STATEMENT  
DIRECTORS AND SHAREHOLDERS  
(Business Corporations)**

**IMPORTANT! READ INSTRUCTIONS BEFORE COMPLETING THIS FORM. PLEASE PRINT CLEARLY.**

Notice Date: May 23, 2012

Corporation Number: [REDACTED]  
Incorporation Date: [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



**Please Reply by June 20, 2012**

MASSACHUSETTS BUSINESS CORPORATIONS ACT, Section 7.01(a): "A corporation shall hold a meeting of shareholders annually at a time stated in or fixed in accordance with the bylaws." MASSACHUSETTS BUSINESS CORPORATIONS ACT, Section 16.01(a): "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." You can engage an attorney to prepare them, prepare them yourself, use some other service company or use our services. THIS PRODUCT HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENT AGENCY AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT.

Please complete this Annual Minutes Requirement Statement and mail the completed form together with your check for \$125.00 payable to COMPLIANCE SERVICES in the enclosed envelope. All information will be treated as private and confidential and will not be available to others. E-mail us at [corpcompliancema@corpsrvc.com](mailto:corpcompliancema@corpsrvc.com) with any questions.

1. Contact Person:	E-mail Address:
<b>CORPORATE OFFICERS</b> (Attach additional pages if needed).	
2. President/CEO (Required):	
3. Vice President (not required):	
4. Secretary (Required):	
5. Treasurer/CFO (Required):	
<b>CORPORATE DIRECTORS</b> (Attach additional pages if needed).	
6. Name (Required):	
7. Name:	
8. Name:	
9. Name:	
<b>SHAREHOLDER INFORMATION</b> (Attach additional pages if needed). You must account for 100% of the Shares.	
10. Shareholder Name (Required):	No. of Shares (Required):
11. Shareholder Name:	No. of Shares:
12. Shareholder Name:	No. of Shares:
13. Shareholder Name:	No. of Shares:

MASSACHUSETTS BUSINESS CORPORATIONS ACT, Section 16.01(a): "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." Maintaining records is important to the existence of all corporations, in particular the recording of shareholder and director meetings.