


# 2013 - ANNUAL MINUTES FORM SHAREHOLDERS, DIRECTORS AND OFFICERS

(Michigan Corporations)

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

Business Address  <div style="background-color: black; width: 150px; height: 20px; margin: 10px auto;"></div>	Key Code <b>K241687363</b>	Notice Date <b>2013-02-13</b>
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Please Respond By March 20, 2013</b> </div>

Corporate Records Service will prepare and provide corporate minutes that meet the following requirements of Michigan law:

**MICHIGAN COMPILED LAWS § 450.1485: Corporate books ...** "A corporation shall keep books and records of account and minutes of the proceedings of its shareholders, board, and executive committee, if any."

**MICHIGAN COMPILED LAWS § 450.1402: Annual meetings of shareholders...** "An annual meeting of shareholders for election of directors and for such other business ... shall be held at a time as provided in the bylaws ..." **MICHIGAN COMPILED LAWS § 450.1521: Meeting of board...** "Regular or special meetings of a board may be held either in or outside this State."

Corporate minutes may also be prepared by corporate officers or other agents. **CORPORATE RECORDS SERVICE 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 Corporate Records Service in the enclosed envelope. If you have any questions, please email us at [records@corp-records.com](mailto:records@corp-records.com).

**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

**Step 5.** Check appropriate payment method & fill out subitems.

[2]

CHECK OR MONEY  
ORDER ENCLOSED

CREDIT CARD (VISA & MASTERCARD ONLY)

Please make your check payable to:

Corporate Records Service  
1859 W Saginaw Hwy #343  
Lansing, MI 48917-2460

Enter Credit Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Enter Expiration Date of Credit Card:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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**Step 6.** Provide your signature for authorization.

Signature

Date

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

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2013 Corporate Records Service

for office use only

ND: 2013-02-13

KC: K241887363

Please Respond By **March 20, 2013**