

ANNUAL MINUTES REQUIREMENT STATEMENT DIRECTORS AND SHAREHOLDERS

(Business Corporations)

IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM. PLEASE PRINT CLEARLY.

Notice Date: June 22nd, 2009.

Corporation Number: _____
Incorporation Date: _____

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Please Reply by July 20, 2009

NORTH CAROLINA GENERAL STATUTES CHAPTER 55-7-01(a): "A corporation shall hold a meeting of shareholders annually at a time stated in or fixed in accordance with the bylaws". NORTH CAROLINA GENERAL STATUTES CHAPTER 55-16-01(a): "A corporation shall keep as permanent records minutes of all meetings of its incorporators, shareholders and board of directors, a record of all actions taken by the shareholders or board of directors without a meeting...". 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 the fee of \$125.00 payable to COMPLIANCE SERVICES in the enclosed envelope by reply date. All information will be treated as private and confidential and will not be available to others. E-mail us at corpcompliancenc@corpsrvc.com with any questions.

1. Contact Person: _____ E-Mail Address: _____

CORPORATE OFFICERS (Attach additional pages if needed.)

2. Title (Required): _____ Name (Required): _____

3. Title: _____ Name: _____

4. Title: _____ Name: _____

5. Title: _____ Name: _____

CORPORATE DIRECTORS (Attach additional pages if needed.)

6. Name (Required): _____

7. Name: _____

8. Name: _____

9. Name: _____

SHAREHOLDER INFORMATION (Attach additional pages if needed.)

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: _____

NORTH CAROLINA GENERAL STATUTES CHAPTER 55-16-01(a): "A corporation shall keep as permanent records minutes of all meetings of its incorporators, shareholders and board of directors, a record of all actions taken by the shareholders or board of directors without a meeting...". Maintaining records is important to the existence of all corporations; in particular the recording of shareholder and director meetings.

**INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES REQUIREMENT
STATEMENT (FORM CS MIN-NC083)**

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

- Line 1 Enter the name and e-mail address of the person to contact if we have any questions.
- Line 2 **(Required)** Enter the title of an Officer and the name of the Officer. You must have at least one officer.
- Lines 3-5 Enter the titles and names of any additional Officers.
- Lines 6 **(Required)** Enter the name of a member of the Board of Directors. Members of the Board of Directors must be at least 18 years of age.
- Lines 7-9 Enter the names of any additional members of the Board of Directors.
- Lines 10-13 **(Required)** Enter the name of each Shareholder and the number of shares issued to each of them. If no stock has been issued, enter "none". You must account for 100% of the outstanding stock.

Please note: All items marked (Required) must be completed or we will not be able to prepare the documents.

Submit the Annual Minutes Requirement Statement (CS FORM MIN-NC083) together with payment for preparation of documents to satisfy the annual minutes requirement for your corporation. **Submit a check for \$125.00 payable to Compliance Services and mail to:**

**COMPLIANCE SERVICES
324 S. WILMINGTON ST.
POSTAL MAIL BOX 407
RALEIGH, NC 27601**

Completed documents will be mailed to you within four weeks. Have each party sign the documents where indicated and file them in the minute book of the corporation

Maintaining records is important to the existence of all corporations; in particular the recording of shareholder and director meetings. You can engage an attorney to prepare them, prepare them yourself, use some other service company or use our services.

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