



CORPORATE ANNUAL MEETING

Name of Corporation: \_\_\_\_\_

Name of person completing questionnaire: \_\_\_\_\_

Date meeting actually held: \_\_\_\_\_

Location and time of meeting: \_\_\_\_\_

**[NOTE: In situations where there is only one Director or one Shareholder, the minutes will be drafted as consent minutes rather than reflecting a meeting was held.]**

Persons attending meeting and capacity (i.e., Mr. Jones, director and shareholder):

_____	_____
_____	_____
_____	_____
_____	_____

Chairman of the meeting: \_\_\_\_\_

Secretary of the meeting: \_\_\_\_\_

If there was no meeting annually held, do you wish us to prepare consent to action resolutions in lieu of the annual meeting: \_\_\_\_\_

Please complete the following items in detail, so that the appropriate meeting or consent minutes may be prepared. In general, all corporate events other than routine, day-to-day activities are best documented.

1. Has there been a change of registered agent or office? \_\_\_\_\_ If so, please state new name or address and date of change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If you have not filed a Statement of Change with the Secretary of State, we will prepare and file such for you.)



2. Has there been a change of address of principal place of business of Corporation?  
\_\_\_\_\_ If so, please state new address and date of change:

\_\_\_\_\_  
\_\_\_\_\_

a. Please state below the names of the officers and Directors to be elected (re-elected) for the fiscal year ending \_\_\_\_\_ to the designated positions.

<u>Office Held</u>	<u>Present Officers</u>	<u>New Officers</u>
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
_____	_____	_____
_____	_____	_____

<u>Present Directors</u>	<u>New Directors</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

b. Were there any officers or Directors elected during the Year? If so, please state the name, position and date of election:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





7. Please specify the amount of any employer contributions made or to be made to existing pension and/or profit sharing plans:

<u>Plan Name</u>	<u>Contribution Amount</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Please list below any major contracts into which the corporation has entered. (Please attach a copy of each agreement):

<u>Name of Contract</u>	<u>Effective date</u>
_____	_____
_____	_____
_____	_____

9. Hiring of key employees. (Preparation of employment agreements may be necessary.):

- A. Name: \_\_\_\_\_
- B. Date of Employment: \_\_\_\_\_
- C. Salary: \_\_\_\_\_
- D. Term of employment, if fixed: \_\_\_\_\_
- E. Specific provisions to be included: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Changes in existing employment agreement of key employees. (Preparation of amendment to employment agreement may be necessary.):

- A. Name: \_\_\_\_\_
- B. Date of Change: \_\_\_\_\_



C. New provisions:

- 1. Salary and/or bonus provisions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 2. Terms of employment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3. Additional provisions or other changes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Have you changed banks or opened additional accounts? \_\_\_\_\_ If so, state the name of new bank and whether for checking, borrowing, savings, etc., and date of authorization.

<u>Bank</u>	<u>Type of Account</u>	<u>Date</u>

(Please attach a copy of form bank resolution.)

12. Please list any new employee benefit plans (i.e., health insurance, disability insurance, stock incentive plans, etc.) which the Corporation has instituted. (Please attach a copy of each plan.)

<u>Name of Plan</u>	<u>Effective Date</u>



13. Has the Corporation borrowed any monies during the past year or obtained any new lines of credit? Please include all monies borrowed from Shareholders or Directors. If so, please state the terms, effective date, security or collateral and terms of the loan or credit. (Please attach copies of promissory notes or other loan agreements.)

---



---



---



---

14. Has the Corporation loaned any money to any Shareholder, Director, individual or entity during the past year? (Please attach copies of promissory notes.)

<u>Loaned To</u>	<u>Amount</u>	<u>Due Date</u>

15. Have any extraordinary capital expenditures been made during the past year for equipment, automobiles, real estate, office space or leasehold improvements? \_\_\_\_\_  
If so, please describe and state the cost thereof.

<u>Asset Description</u>	<u>Cost</u>	<u>Date of Acquisition</u>

16. Please state below any other matters discussed at such meetings or any other matters you would like included in the consent to action minutes if no meeting was actually held:

---



---



---



---



---



---



---