ANNUAL MINUTES REQUIREMENT STATEMENT
DIRECTORS AND SHAREHOLDERS
(Business Corporations)

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

Date: April 27th 2011

Corporation Number:
Incorporation Date: 04/01/2008

ABC Sample Company
123 Main Street
New York, NY 00000

Please Reply by May 25, 2011

FLORIDA BUSINESS CORPORATIONS ACT chapter 607.0701(1): "A Corporation shall hold a meeting of shareholders annually, for the election of directors and for transaction of any proper business, at a time stated in or fixed in accordance with the bylaws." FLORIDA BUSINESS CORPORATIONS ACT Chapter 607.1601 (1): "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 of the 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 *corpcompliancefl@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).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:

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INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES REQUIREMENT STATEMENT (CS FORM MIN-FL011)

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. Typical officers are Chief Executive Officer CEO) - President - Vice President - Secretary - Assistant Secretary - Chief Financial Officer (CFO) - Treasurer - Chief Operations Officer (COO)

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. You must have at least one member of the Board of Directors.

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 shares.

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-FL11) 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
400 Capital Cir SE
Postal Mail Box 18321
Tallahassee, FL 32301

Completed documents will be mailed to you within four weeks. Have each party sign the documents where indicated and keep them as permanent records.

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.

Please note: The preparation of minutes of annual meetings does not satisfy the requirement to file the Annual Report required by FLORIDA BUSINESS CORPORATIONS ACT Chapter 607.1622. To file the Annual Report, go to *https://efile.sunbiz.org/ubr001.html* and follow the instructions.

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