


INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES RECORDS FORM
(Ohio Corporations)

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

- Step 1 Enter the name of each stockholder. You must account for 100% of the outstanding shares.
- Step 2 Enter the name of all members of the Board of Directors. Members of the Board of Directors must be at least 18 years of age.
- Step 3 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 Treasurer, Chief Operations Officer (COO). In addition, list any other corporate officers.
- Step 4 Enter the name and email address of the person to contact if we have any questions.
- Step 5 Provide a valid payment method.
- Step 6 Sign the form to verify the validity of information provided and authorize your payment.
- Step 7 Return the entire completed form with payment.

Submit the Annual Minutes Records Form together with the payment for preparation of documents to satisfy the annual minutes requirement for your corporation. **Submit a check for \$125.00 payable to Corporate Records Service and mail to:**

CORPORATE RECORDS SERVICE
1601 W. 5Th Ave. #136
Columbus, OH 43212-2310


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 shareholders and director meetings. You can engage an attorney to prepare them, prepare them yourself, use some other service company or use our service.

2012 - ANNUAL MINUTES RECORDS FORM

SHAREHOLDERS, DIRECTORS AND OFFICERS

(Ohio Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.			
Key Code K159956997	Notice Date 2012-10-11	Corporation Number 1894215	Incorporation Date 11/06/2009
Business Address <div style="background-color: black; width: 100%; height: 20px;"></div>			<div style="border: 1px solid black; padding: 5px; text-align: center;"> Please Respond By Nov. 9, 2012 </div>

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

OHIO GENERAL CORPORATION law §1701.39: Annual meeting ... "An annual meeting of shareholders for the election of directors and the consideration of reports to be laid before such meeting shall be held on a date designated by, or in the manner provided for in, the articles or in the regulations." §1701.61(a): "Meetings of the directors may be called by the chairperson of the board, the president, any vice-president, or any two directors." (b) "Meetings of the directors may be held at any place within or without the state ..."

OHIO GENERAL CORPORATION law §1701.37: Corporate records ... "Each corporation shall keep correct and complete books and records of account, together with minutes of the proceedings of its incorporators, shareholders, directors, and committees of the directors ..."

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 Requirement Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your check 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.

Step 1. SHAREHOLDERS Enter the names of each stockholder.			
Name	Name	Name	Name
Name	Name	Name	Name
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
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		
Step 5. Check appropriate payment method & fill out subitems.			
<input type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED Please make your check payable to: Corporate Records Service 1601 West Fifth Avenue, #136 Columbus, Ohio 43212-2310	<input type="checkbox"/> CREDIT CARD MASTERCARD AND VISA ONLY Enter Credit Card Number: <div style="border: 1px solid black; padding: 2px;"> </div> Enter Expiration Date of Credit Card: <div style="border: 1px solid black; padding: 2px;"> </div>		
Step 6. Provide your signature for authorization.			
Signature	Date		
Step 7. Return this entire completed form with payment in the enclosed return envelope.			