



**ANNUAL MEETING DISCLOSURE STATEMENT**  
**MINUTES OF DIRECTORS & SHAREHOLDERS OR MANAGER / MEMBERS**  
 DOMESTIC BUSINESS CORPORATION / LIMITED LIABILITY COMPANY  
 CORPORATE I.D. NUMBER: [REDACTED]

2012

- DOCUMENT FEE \$125 -

NAME OF CORPORATION: NOTICE DATE: 03/22/2013 PA-45009

REQUEST REPLY BY: APRIL 5, 2013

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DATE INCORPORATED: 3/5/12

[REDACTED] COMPANY

Office Hours: Mon-Fri: 8:00 a.m. - 4:30 p.m.

EXTON, PA 19341-1275

Customer Support: (888) 298-5527



Email: [Support@pennsylvaniacorporatecompliance.com](mailto:Support@pennsylvaniacorporatecompliance.com)

*PENNSYLVANIA BUSINESS CODE TITLE 15 / SEC. 1508 (A)* Every business corporation shall keep complete and accurate books and records of account, minutes of the proceedings of the incorporators, shareholders and directors and a share register giving the names and addresses of all shareholders and the number and class of shares held by each. The share register shall be kept at any of the following locations: (1) The registered office of the corporation in this Commonwealth; (2) The principal place of business of the corporation wherever situated; (3) Any actual business office of the corporation; or (4) The office of the registrar or transfer agent of the corporation.

Maintaining records is vital to the existence of all corporations in particular the recording of shareholder and director meetings. If ever sued and requested by the courts, through a subpoena, or IRS via tax audit, failure to comply with certain requirements could cause your corporation to lose its limited liability status "pierced veil." If so, personal liability or exposure could possibly be put on directors and shareholders for failing to document formalities. *Limited Liability Companies and Non-Profit Organizations, although treated slightly different than that of other entity types, books and records of Annual Meeting Minutes are highly suggestive for proper corporate maintenance.* Companies that do not satisfy certain state requirements may forfeit the limited liability protection provided to owners, and could face administrative dissolution or revocation of the entity status by the state should the integrity of the corporation become questionable. Most states require all corporate entities to maintain books and records of account along with *Annual Meeting Minutes*. Not satisfying the minimum annual filing requirements in a timely manner causes your company to be in "bad standing" in the state. We assist corporations to avoid potential non-compliance with the above provision of maintaining *Annual Meeting Minutes*. Please complete legibly, sign, and date the Annual Disclosure Statement form below by providing the following candidate names for the positions listed then submit along with the proper Document Fee of \$125 to ensure the processing and mailing back of your corporate documents in a timely manner. Mail this statement form along with payment to: Pennsylvania Corporate Compliance Business Services Division 4075 Linglestown Road #120 Harrisburg, PA 17112.

1. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE:	CITY & STATE:	ZIP CODE:
2. MAILING ADDRESS (If different from above address)	CITY & STATE:	ZIP CODE:
3. CHIEF EXECUTIVE OFFICER (Corporation)	MEMBER / MANAGER (Limited Liability Company - Attach additional pages if necessary)	
4. CHIEF FINANCIAL OFFICER/		
5. SECRETARY/		
6. DIRECTOR/ (Directors who are also officers)		
7. DIRECTOR/		
8. BUSINESS PHONE: ( )	EMAIL: (optional)	LAST MEETING HELD:
9. SHAREHOLDER INFORMATION / (If applicable) – (Attach additional pages if necessary)		
NAME:	MAILING ADDRESS:	# SHARES (Not %):
NAME:	MAILING ADDRESS:	# SHARES (Not %):

WE ARE NOT ATTORNEYS OR ACCOUNTANTS AND DO NOT GIVE LEGAL OR FINANCIAL ADVICE. ALL INFORMATION SUBMITTED IS TREATED PRIVATE AND CONFIDENTIAL

*THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENT AGENCY AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT. THIS IS A SOLICITATION FOR THE ORDER OF GOODS OR SERVICES, OR BOTH, AND NOT A BILL, INVOICE, OR STATEMENT OF ACCOUNT DUE. YOU ARE UNDER NO OBLIGATION TO MAKE ANY PAYMENTS ON ACCOUNT OF THIS OFFER UNLESS YOU ACCEPT THIS OFFER U.S.C. 39 § 3001(d).*

BY SUBMISSION, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

NAME OF OFFICER OR AGENT:	TITLE:	SIGNATURE:	DATE:
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**INSTRUCTIONS TO COMPLETING ANNUAL DISCLOSURE STATEMENT FORM**

Complete this form for processing and fulfillment of the Annual Minutes for your corporation. Submit a single check or money order made payable to **Pennsylvania Corporate Compliance Company** and mail to:

MAILING ADDRESS:

PENNSYLVANIA CORPORATE COMPLIANCE  
*Business Services Division*  
4075 Linglestown Road #120  
Harrisburg, PA 17112

**Complete the Disclosure Statement of Annual Directors / Shareholders and Member / Managers (LLC) as follows:**

- Line 1** Enter the complete street address, city, state and zip code, of the principal business office. Please do not enter a P.O. Box or abbreviate the name of the city.
- Line 2** Enter the complete street address, city, state, and zip code of the corporation's business mailing address in Pennsylvania if any. Please do not enter a P.O. Box or abbreviate the name of the city. Complete this item only if the address in Item 2 is outside of Pennsylvania.
- Line 3-5** Enter the name and complete business or residential address of the corporation's officers (CEO, Secretary, and CFO). The corporation should have these three officers. Member or Manager for Limited Liability Company.
- Line 6-7** Enter the name and complete business or residential address of the corporation's directors; if there are more than two directors please attach additional pages. The corporation must have one or more directors.
- Line 8** Enter the business phone number and contact person for further information if necessary.
- Line 9** Enter the name and complete business or residential address of each incumbent shareholder. If there are more than two shareholders please attach additional pages.
- NOTE:** Type or print the name and title of the officer or agent completing this statement, then sign and enter the date this statement was completed.

By submitting the Annual Disclosure form of Shareholders and Directors / Manager or Members to Pennsylvania Corporate Compliance *Business Services Division*, the corporation certifies the information contained herein, including any attachments is true and correct.

Post Office will  
not deliver  
without proper  
postage

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\_\_\_\_\_  
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*Thank You*

**PENNSYLVANIA CORPORATE COMPLIANCE**  
BUSINESS SERVICES DIVISION  
4075 LINGLESTOWN ROAD #120  
HARRISBURG, PA 17112