2016 - ANNUAL MINUTES STATEMENT

SHAREHOLDERS, DIRECTORS & OFFICERS

Key Code:	Notice Date:	Entity #:	Incorporation Date:
FL28001	07/01/2016		06/15/2016

Entity Address:

Sample Company
124 Sample Street
Nowhere, US 102301

PLEASE RESPOND BY:

July 25, 2016

Completion of this form will fulfill your corporations record keeping requirements per the below mentioned statutes required by Florida law.

FLORIDA BUSINESS CORPORATIONS ACT Chapter 607.1601(1): Corporate records... "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 or 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."

FLORIDA BUSINESS CORPORATIONS ACT Chapter 607.0701(1): Annual meeting ... "A corporation shall hold a meeting of shareholders annually, for the election of directors and for the transaction of any proper business, at a time stated in or fixed in accordance with the by-law."

Corporate minutes may also be prepared by corporate officers or other agents. Corporations Filing 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 Statement and mail the completed form with your check for **$135.00 payable to Corporations Filing Service** in the enclosed envelope. If you have any questions please email us at support@corporationsfilingservice.com

Step 1. SHAREHOLDERS - Please List All Shareholders. Shares MUST Total 100%.

NAME:	%	NAME:	%
NAME:	%	NAME:	%
NAME:	%	NAME:	%
NAME:	%	NAME:	%

Step 2. CORPORATE DIRECTORS - Please List All Members Of The Board Of Directors.

NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:

Step 3. CORPORATE OFFICERS - Please List All Names & Titles Of Each Officer.

NAME:	TITLE:	NAME:	TITLE:
NAME:	TITLE:	NAME:	TITLE:
NAME:	TITLE:	NAME:	TITLE:
NAME:	TITLE:	NAME:	TITLE:

Step 4. CONTACT INFORMATION - Please Provide Contact Info Should Any Questions Arise.

Contact Name:	Contact Phone:	Contact Email:

Step 5. SIGNATURE & PAYMENT - Please Sign Below & Check Appropriate Payment Method.

☐ $135.00 CHECK OR MONEY ORDER ENCLOSED

Please make your check payable to:

CORPORATIONS FILING SERVICE
800 OCALA ROAD
SUITE 300 - 336
TALLAHASSEE, FL 32304

*Please allow 2-4 weeks for the full completion of the documents.

Forms received without a method of payment will be RETURNED and will delay the preparation of the required completed documents!

Signature:	Date:

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FORM CFS10.2