

ANNUAL MINUTES REQUIREMENT STATEMENT DIRECTORS AND SHAREHOLDERS

(Business Corporations)

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

Date: August 31, 2011

Corporation Number: 943QL8

Incorporation Date: 1/31/2002

ABC Corporation
123 Main Street
New York, NY 10016



Please Reply by September 28, 2011

MASSACHUSETTS BUSINESS CORPORATIONS ACT, SECTION 7.01(a): "A corporation shall hold a meeting of shareholders annually at a time stated in or fixed in accordance with the bylaws." MASSACHUSETTS BUSINESS CORPORATIONS ACT, SECTION 16.01(a): "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." 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 corpcompliancema@corpsvc.com with any questions.

1. Contact Person: E-Mail Address:

CORPORATE OFFICERS (Attach additional pages if needed).

2. President/CEO (Required):

3. Vice President (not required):

4. Secretary (Required):

5. Treasurer/CFO (Required):

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:

MASSACHUSETTS BUSINESS CORPORATIONS ACT, SECTION 16.01(a): "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." Maintaining records is important to the existence of all corporations, in particular the recording of shareholder and director meetings.

**INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES REQUIREMENT
STATEMENT (FORM CS MIN-MA11-1)**

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.
- Lines 2-5 **(Required)** Enter the names of the Officers (President/CEO, Vice President (if any), Secretary, and Treasurer/CFO).
- Line 6 **(Required)** Enter the name of the member of the Board of Directors. If you have one shareholder, you must have one or more Directors.
- Lines 7-9 If you have two shareholders, you must have two or more Directors. If you have three or more shareholders, you must have three or more 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-MA11-1) 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

**71 Commercial St.
Postal Mail Box 241
Boston, MA 02109**

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 vital 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.