

**ANNUAL
RECORD SERVICE
BASIC INFORMATION**

YOUR NAME: _____

NAME OF BUSINESS ENTITY(S):

(Name of Corporation and/or Limited Partnership/LLC)

DATE(S) OF FORMATION FOR EACH ENTITY:

HOME ADDRESS: _____

WORK/MOBILE #: () _____

HOME TELEPHONE NUMBER: () _____

FAX NUMBER: () _____

EMAIL ADDRESS: _____

ANNUAL SHAREHOLDERS MEETING

Date: _____

Location: _____

Time: _____

List Shareholders present at the Meeting:

| <u>Shareholder</u> | <u>Type of Stock</u> | <u>Voting/Non-Voting</u> |
|--------------------|----------------------|--------------------------|
|--------------------|----------------------|--------------------------|

Chairman and Secretary appointed at the meeting

Chairman

Secretary

Directors elected or re-elected

Director(s) _____

ANNUAL DIRECTORS MEETING

Date: _____

Location: _____

Time: _____

Directors present: _____

Chairman and Secretary appointed: _____
Chairman

Secretary

Officers elected: _____, **President (required)**
_____, **Vice President (optional)**
_____, **Secretary (Required)**
_____, **Treasurer (Required)**

Other actions, decisions or resolutions taken at the meeting:

