

CORPORATE RECORD MAINTENANCE PROGRAMS

ANNUAL REPORTS

Every year corporations must file Annual Reports in the Secretary of State's office. The Annual Reports are sent to the registered agent. If we serve as your registered agent, the Annual Reports will come to us. We will complete them and send them to you for your signature, and file them when we get them back from you. You only need to sign them and leave the rest to us.

ANNUAL CORPORATE RECORDS

A corporation must observe certain formalities required by State statute. Corporations are owned by shareholders who appoint directors who elect officers to run the business. Even a single shareholder corporation must operate that way. Failure to observe these formalities can lead to personal liability for the shareholders. You can leave the compliance with us. We docket your annual meeting dates. We notify you when the time comes. We tell you what must be addressed by the shareholders and directors. We memorialize those matters for you, and we maintain the records in your Corporate Record Book. We prepare the records, and all you need to do is sign them. Having your records up to date is insurance against State or IRS audits & risk of personal liability.

Shareholders and Directors Minutes. Minutes of every annual (and special) meeting of the shareholders and directors must be maintained in your Corporate Record Book. We instruct you on the matters that must be addressed in the minutes. We provide forms for producing those minutes. We maintain those minutes for you in your Corporate Record Book. (We will also attend the meetings and take those minutes, but that service is not included in the annual fee.)

Shareholders and Directors Actions. Most states allow the annual business of the shareholders and directors to be reflected as "unanimous written actions" in lieu of actual meetings. For small corporations, especially sole shareholder corporations, written actions in lieu of meetings and minutes are more convenient than following the formalities of calling a meeting, sending formal notice and holding a meeting. We will notify you every year before the Annual Report is due and ask what, if any, significant changes have taken place or are being planned. We will prepare annual shareholders and directors actions with your direction. After you sign them, we maintain the annual actions in your Corporate Record Book.

Choose the option that fits your business

Annual Reports <u>and</u> Corporate Records	\$200
Annual Corporate Records <u>only</u>	\$130
Shareholder & Director Minutes (meetings not included)	
Shareholder & Director Actions	
Annual Reports <u>only</u>	\$70
Expediting Fee	\$50

Maximize control of your business and minimize your risk.