

20__ CORPORATE ANNUAL MINUTES QUESTIONNAIRE FOR

The annual meeting date established for your corporation, both shareholders and directors, is _____ of each year:

Corporate Information

If your corporate address and/or mailing address has changed, please provide the correct information below:

Telephone: _____ Fax: _____

Optional: Please provide your e-mail address: _____

Registered Agent

Currently, our records show your Registered Agent to be:

Agent - _____

Office Address - _____

NOTE: It is very important for you to maintain a current and correct address for your Registered Agent

Do you wish to have any changes made to your Registered Agent? If so, please indicate below:

STANDARD MINUTES WITH RESOLUTIONS - \$150.00 per year

Directors

Under your Bylaws, you are presently required to have ____ (____) director(s). If you wish to change this number, then check here and see Item 18 below. _____

1. List the names of directors of the corporation as you wish for them to appear in the annual minutes of shareholders:

	<u>Present Directors</u>	<u>Directors to be Elected</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

2. Did any director resign during the past year? If so, please list name and date of resignation and the person appointed to fill his/her vacancy:

<u>Director Name</u>	<u>Date of Resignation</u>	<u>Appointee</u>
_____	_____	_____
_____	_____	_____

3. If directors are paid salaries (in their capacity as directors), please list name and salary for the coming year:

<u>Director</u>	<u>Salary</u>
_____	_____
_____	_____
_____	_____
_____	_____

Officers

4. List all officers for the coming year. (You must have a President and Secretary who are not the same persons.)

<u>Name</u>	<u>Office</u>
_____	President
_____	Vice President
_____	Treasurer
_____	Secretary

5. Did any officer resign during the past year? If so, please list name and date of resignation and officer appointed temporarily to fill his/her vacancy?

<u>Officer Name</u>	<u>Date of Resignation</u>	<u>Appointee</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. If officers are paid salaries, please list name and salary for the coming year.

<u>Officer</u>	<u>Salary</u>
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE NOTE that in order to ensure that payments to officers are properly treated as wages and deductible to the corporation as opposed to dividends, salaries should be set for corporate officers; should additional compensation be paid in the form of bonuses, separate resolutions should be adopted by the corporation prior to the payment of such bonuses. In the event you are unable at this time to establish set salaries for the officers of the corporation, a general compensation resolution may be adopted; however, you should be aware of the fact that such general resolutions may be susceptible to IRS examination in those cases where the compensation is questioned as to its reasonableness in relationship to services rendered.

Should you elect a general compensation resolution, please so indicate by initialing in the following space.

_____ *Initial*

Bonus Resolutions

7. Were any bonus payments made during the year? If so, please list name and position of person receiving bonus, amount of the bonus, and date it was paid.

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Date Paid</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE Approval of bonuses should be reflected in minutes before the bonuses are paid. In the future, please notify us in advance of any proposed bonuses.

ADDITIONAL RESOLUTIONS

A fee of \$35.00 will be charged for each additional resolution as listed below. Please be aware that if any of the following matters have taken place in your corporation, it is important that a resolution be incorporated into your minutes for the year in which these matters took place. If your situation involves a complex matter, we will call you and discuss the cost thereof before proceeding to do the work.

Banking Resolutions

8. If any new bank accounts have been opened in the last year, please list the bank, including the branch, the type of account, authorized signatures and the number of signatures required:

<u>Bank</u>	<u>Type of Account</u>	<u>Authorized Signatures</u>	<u>No. of Signatures</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide us with copies of banking resolutions for all bank accounts for your corporate book.

9. Have any changes been made in signatures required on existing bank accounts? If so, please indicate new authorized signatures and the number required.

<u>Bank</u>	<u>Type of Account</u>	<u>Authorized Signatures</u>	<u>No. of Signatures</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Stock Resolutions

10. Has any additional stock of your corporation been issued? If so, please state the name of the shareholder, the number of shares issued, and the consideration received by the corporation for such shares.

<u>Shareholder</u>	<u>No. of Shares</u>	<u>Consideration Paid</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dividend Resolutions

11. Were any dividends declared? If so, please describe. _____

Loan Resolutions

12. Was any money loaned by the corporation in the past year? If so, please describe as follows:

- (a) Who was the money loaned to? _____
- (b) What principal amount was loaned? _____
- (c) What is the interest rate? _____
- (d) When is the loan payable? _____
- (e) On what date was the loan made? _____

NOTE If there is any instrument evidencing the money loaned, please provide us with a copy of the same. In the future, please notify us in advance of any loans proposed to be made by the company to officers, directors, or shareholders.

Borrowing Resolutions

13. Was any indebtedness incurred on behalf of the corporation during the past year? (Real property, loans, cash loans, equipment, vehicles, etc.) If so, please describe as follows:

- (a) Name of person or institution providing the loan: _____
- (b) The principal amount of the loan: _____
- (c) The interest rate: _____
- (d) Date payable: _____
- (e) Date of loan: _____
- (f) What will the proceeds of the loan be used for? _____

Real Property

14. If real property was purchased during the past year, please describe as follows:

- (a) Description of property (including location): _____

- (b) What is this property to be used for? _____

15. Was any real property sold during the past year? If so, please describe. _____

Amount sold for: _____ Date of Sale: _____

16. Were any leases executed? If so, please describe as follows:

- (a) Name of lessor: _____
- (b) Name of lessee: _____
- (c) Description of property leased: _____

- (d) What is property to be used for (if corporation is lessee): _____

- (e) Date of lease: _____
- (f) Term of lease: _____
- (g) Amount of rent/money payments: _____

Note: Please provide us with a copy of any lease described.

17. Has the corporation begun trading under any name other than its corporate name? If so, please indicate its trade name and whether a certificate of assumed name has been filed. If not, we will prepare and file one pursuant to statute.

<u>Trade Name</u>	<u>Date Certificate Filed?</u>	<u>SOSID #</u>
_____	_____	_____
_____	_____	_____

Bylaws

- 18. A. Are there any amendments you would like to make or have made to the Charter or Bylaws of the corporation? If so, please describe:

- B. Please change Bylaws to authorize the election of _____ Directors.

Pension, Profit-Sharing, Benefit Plans

- 19. Does the corporation wish to initiate a pension, profit-sharing or other employee benefit plan? If so, please indicate and we will set up an appointment to discuss it in further detail.
Yes _____ **No** _____
- 20. If the corporation does not have a medical reimbursement plan, you may wish to consider instituting one. If you would like to discuss such a plan, please contact our office and we will arrange an appointment to discuss it with you.

Litigation

- 21. Is the corporation presently a Plaintiff or Defendant in any pending litigation? If so, please provide the Court File No., the name of the litigation, i.e., Joe Smith v. John Doe, and please describe what the litigation is pertaining to:

I wish to have the following action taken by Weaver & Budd Law, Attorneys at Law, PLLC in connection with this corporation's annual meeting of shareholders and annual meeting of directors:

- _____ 1. Prepare minutes for annual meeting of shareholders by consent.
- _____ 2. Prepare minutes for annual meeting of directors by consent.
- _____ 3. Arrange for an annual meeting of shareholders to be held through a formal meeting.
- _____ 4. Arrange for an annual meeting of directors to be held through a formal meeting.
- _____ 5. Do not wish for any action to be taken in connection with updating the corporate minutes of this corporation.

Date: _____

(Signature)

Title: _____

DISCLAIMER

Weaver & Budd Law, Attorneys at, PLLC maintains possession of your corporate minute book as an accommodation to the client. Accordingly, our firm cannot be responsible for loss or damage to the corporate minute book arising as the result of fire, windstorm, act of God, or other disaster, and our liability is limited solely to damage or loss arising as the result of our gross negligence or willful misconduct.