



COMPLETE CORPORATE SOLUTIONS

REQUIRED INFORMATION FOR COMPLETING ANNUAL MINUTES

Instructions

- Lines 1-2 Enter the name of the Company and the name and e-mail address of the person to contact if we have any questions.
- Lines 3-6 **(Required)** Enter the title of an Officer and the name of the Officer. You must have at least one officer. Typical officers are President – Vice President – Secretary – Assistant Secretary-Treasurer
- Lines 7-10 **(Required)** Enter the names of each of the members of the Board of Directors for corporations and managers for limited liability companies. Members of the Board of Directors must be at least 18 years of age. Non-profit companies need at least three directors.
- Lines 11-14 **(Required)** Enter the name of each shareholder or members 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.

GENERAL INFORMATION:	
1. Name of Company:	
2. Contact Person:	Phone No.:
	Email:
COMPANY OFFICERS (Attach additional pages if needed):	
3. Title:	Name:
4. Title:	Name:
5. Title:	Name:
6. Title:	Name:
COMPANY DIRECTORS/MANAGERS (Attach additional pages if needed).	
7. Name:	
8. Name:	
9. Name:	
10. Name:	
SHAREHOLDER/MEMBER INFORMATION (Attach additional pages if needed).	
11. Shareholder Name:	No. of Shares:
12. Shareholder Name:	No. of Shares:
13. Shareholder Name:	No. of Shares:
14. Shareholder Name:	No. of Shares: