



# ANNUAL MINUTES DISCLOSURE STATEMENT

2009

BOOKS AND RECORDS OF DIRECTORS AND SHAREHOLDERS  
(U.S. DOMESTIC BUSINESS CORPORATION)

*THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENT AGENCY AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT. THIS IS A SOLICITATION FOR THE ORDER OF GOODS OR SERVICES, OR BOTH, AND NOT A BILL, INVOICE, OR STATEMENT OF ACCOUNT DUE. YOU ARE UNDER NO OBLIGATION TO MAKE ANY PAYMENTS ON ACCOUNT OF THIS OFFER UNLESS YOU ACCEPT THIS OFFER U.S.C. 39 § 3001(d).*

Corporation Name: Notice Date: May 18, 2010 041062 / IN

Request Reply:

June 1, 2010

Annual Fee: \$150

Pursuant to Indiana Law, 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. Furthermore, a corporation or its agent shall maintain a record of its shareholders, in a form that permits preparation of a list of the names and addresses of all shareholders, in alphabetical order by class of shares showing the number and class of shares held by each. A corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time. A corporation shall keep said records in its principal office thereof. Any of the foregoing books, minutes or records may be in written form or in any other form capable of being converted into written form.

TO ENSURE PROMPT PROCESSING AND COMPLIANCE, PLEASE RETURN THIS FORM WITH YOUR PAYMENT TO:  
INDIANA CORPORATE COMPLIANCE COMPANY 1350 W.SOUTHPORT RD SUITE C314 INDIANAPOLIS, IN 46217

Maintaining records is vital to the existence of all corporations; in particular the recording of shareholder and director meetings. If ever sued and requested by the courts, through a subpoena, or IRS via tax audit; failure to comply with certain requirements could cause your corporation to lose its limited liability status "Pierced Veil". If so, personal liability or exposure could possibly be put on directors and shareholders for failing to document formalities. We assist corporations to avoid non-compliance with the above provisions. Limited liability companies, although treated slightly different than that of other entity types; books and records are highly suggestive for proper corporate maintenance. Order corporate minutes by completing the requested information below. Provide the following candidate names for the positions listed and submit with the annual fee of \$150 preferably within 10 business days. This will enable our company to processing, fulfill, and mail back the annual minutes for your corporation in a timely manner. Questions or further information, please contact: [Customerservice@corporatecompliancecompany.com](mailto:Customerservice@corporatecompliancecompany.com)

1. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE:	CITY & STATE:	ZIP CODE:
2. MAILING ADDRESS (If different from above address)	CITY & STATE:	ZIP CODE:
3. CHIEF EXECUTIVE OFFICER/		
4. CHIEF FINANCIAL OFFICER/		
5. SECRETARY/		
6. DIRECTOR/ (Directors who are also officers)		
7. DIRECTOR/		
8. BUSINESS PHONE: ( )	EMAIL:	
9. SHAREHOLDER INFORMATION / (if applicable) – (Attach additional pages if necessary)		

NAME:	MAILING ADDRESS:	# SHARES (Not %):
NAME:	MAILING ADDRESS:	# SHARES (Not %):

YOUR CORPORATION SHOULD COMPLY WITH APPLICABLE LAWS AND STATUTORY PROVISIONS. ALL INFORMATION SUBMITTED TO OUR BUSINESS SERVICES DIVISION WILL BE TREATED AS PRIVATE AND CONFIDENTIAL. WE ARE NOT ATTORNEYS OR ACCOUNTANTS AND CANNOT GIVE LEGAL OR FINANCIAL ADVICE. SHOULD YOUR CORPORATION BECOME SUSPENDED AND ASSESSED WITH PENALTIES AND FINES DUE TO NON-COMPLIANCE; OR YOU CHOOSE TO DISSOLVE YOUR BUSINESS, PLEASE CONTACT A RESPECTIVE QUALIFIED PROFESSIONAL.

**BY SUBMISSION, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.**

NAME OF OFFICER OR AGENT:	TITLE:	SIGNATURE:	DATE:
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Corporate Officer,

Your corporation may not be in compliance with state regulations.

All corporations, non-profit, limited liability companies, and partnerships are mandated to maintain proper books and records.

- Lawsuits and Audits -

When tax agencies audit you, they scrutinize your expenses by combing through your resolutions, meeting minutes, and stock ledger.

In many cases, it happens when companies neglect corporate formalities such as:

- Documenting your annual meetings (*minutes*).
- Documenting company activities with corporate resolutions.
- Issuing corporate shares to shareholders.
- Maintaining a separate bank account.
- Keeping all records and licenses up-to-date.

Note: If required documents are missing, they can \*disallow\* your deductions.

Of course, these are just a few of the many formalities, which need to be maintained. Failure to follow the minimum of such provisions could raise questions as to the integrity of your business.

**INSTRUCTIONS TO COMPLETING ANNUAL MINUTES FORM**

Complete this form for processing and fulfillment of the Annual Minutes for your corporation. Submit a single check or money order made payable to **Indiana Corporate Compliance Company** and mail to:

Mailing Address:

**INDIANA CORPORATE COMPLIANCE COMPANY**  
*Business Services Division*  
1350 W. Southport Rd. Suite C314  
Indianapolis, IN 46217

**Complete the Disclosure Statement of Annual Shareholders and Directors as follows:**

- Line 1** Enter the complete street address, city, state and zip code, of the principal business office. Please do not enter a P.O. Box or abbreviate the name of the city.
- Line 2** Enter the complete street address, city, state, and zip code of the corporation's business mailing address in Indiana, if any. Please do not enter a P.O. Box or abbreviate the name of the city. Complete this item only if the address in Item 2 is outside of Indiana.
- Line 3-5** Enter the name and complete business or residential address of the corporation's officers (CEO, Secretary, and CFO). The corporation should have these three officers.
- Line 6-7** Enter the name and complete business or residential address of the corporation's directors; if there are more than two directors please attach additional pages. The corporation must have one or more directors.
- Line 8** Enter the business phone number and contact person for further information if necessary.
- Line 9** Enter the name and complete business or residential address of each incumbent shareholder. If there are more than two shareholders please attach additional pages.
- NOTE:** Type or print the name and title of the officer or agent completing this statement, then sign and enter the date this statement was completed.

By submitting the minutes form of Annual Shareholders and Directors to **Indiana Corporate Compliance Company Business Services Division**, the corporation certifies the information contained herein, including any attachments is true and correct.