



ANNUAL MEETING DISCLOSURE STATEMENT
MINUTES OF DIRECTORS AND SHAREHOLDERS
DOMESTIC BUSINESS CORPORATION / LIMITED LIABILITY COMPANY
CORPORATE FILE NUMBER:

2011

- DOCUMENT FEE \$125 -

NAME OF CORPORATION: NOTICE DATE: 09/14/12 MN-45009

REQUEST REPLY BY: **OCTOBER 1, 2012**

DATE INCORPORATED:

4909

Office Hours: Mon-Fri: 8:00 a.m. - 4:30 p.m.

Office Phone: (855) 299-5380

Email: Support@minnesotacorporateminutescompany.com



BOOKS AND RECORDS OF INSPECTION. 302A.461 (READS IN PART...): Subdivision 1. Share register; dates of issuance. (a) A corporation shall keep at its principal executive office, or at another place or places within the United States determined by the board, a share register not more than one year old, containing the names and addresses of the shareholders and the number and classes of shares held by each shareholder. (b) A corporation shall also keep, at its principal executive office, or at another place or places within the United States determined by the board, a record of the dates on which certificated or uncertificated shares were issued.

REQUIRED RECORDS AND INFORMATION 322B.373 (READS IN PART...): Subdivision 1. A limited liability company shall keep at its principal executive office, or at another place or places within the United States determined by the board of governors: (1) a current list of the full name and last known business, residence, or mailing address of each member, governor, and chief manager; (2) a current list of the full name and last known business, residence, or mailing address of each assignee of financial rights other than a secured party, and a description of the rights assigned.

Minnesota Statutes §§ 302A.461 and 322B.373 require that corporations and limited liability companies maintain certain records and make those records available for review by shareholders and members. Among those records are *Minutes of Shareholder and Director Meetings (corporations) or Member and Governor Meetings (limited liability companies)*. While corporations and companies are not statutorily required to hold such meetings, it is important that minutes are recorded and maintained whenever the meetings are held.

Corporations and limited liability companies are creations of statute. Properly operated, they shield shareholders and members from personal liability for the company's actions, and that protection can be lost if a company and its owners fail to honor corporate formalities. When that happens, a court may "pierce the corporate veil" and hold shareholders or members personally liable for the company's obligations. Many factors go into that determination, but the maintenance of proper minutes can provide evidence to help show your company honors corporate formalities.

We assist corporations and limited liability companies by preparing minutes of your corporation's or limited liability company's meetings based on information you provide. Once prepared, we return the minutes to you so they may be maintained with your other corporate records. Please complete, sign, and date the Annual Disclosure Statement form below, and then submit the form along with payment of our \$125 fee to ensure the processing and prompt return of your corporate documents. Mail this form along with payment to: Minnesota Corporate Minutes Company Business Services Division 1043 Grand Ave # 557 Saint Paul, MN 55105.

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|---|--|-------------------|--------------------|
| 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 (Corporation) | MEMBER / MANAGER (Limited Liability Company) | | |
| 4. CHIEF FINANCIAL OFFICER/ | | | |
| 5. SECRETARY/ | | | |
| 6. DIRECTOR/ (Directors who are also officers) | | | |
| 7. DIRECTOR/ | | | |
| 8. BUSINESS PHONE: () | | EMAIL: (optional) | LAST MEETING HELD: |
| 9. SHAREHOLDER INFORMATION / (If applicable) – (Attach additional pages if necessary) | | | |
| NAME: | MAILING ADDRESS: | # SHARES (Not %): | |
| NAME: | MAILING ADDRESS: | # SHARES (Not %): | |

THIS DOCUMENT IS NOT INTENDED AS, AND SHOULD NOT BE TAKEN AS LEGAL ADVICE. IF YOU HAVE QUESTIONS OR CONCERNS ABOUT ANY LEGAL ISSUES RELATED TO THE OPERATION OF YOUR CORPORATION OR LIMITED LIABILITY COMPANY, PLEASE CONSULT WITH AN ATTORNEY LICENSED TO PRACTICE IN YOUR STATE.

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 39 U.S.C. § 3001(d).

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

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| NAME OF OFFICER OR AGENT: | TITLE: | SIGNATURE: | DATE: |
|---------------------------|--------|------------|-------|