



MINNESOTA CORPORATE COMPLIANCE

445 Minnesota Street
St. Paul, MN 55101
(651) 236-9895
Minnesotacompliance@gmail.com

BILL TO



INVOICE 1114

DATE 03/29/2016 TERMS Net 7 Days

DUE DATE 04/05/2016

ACTIVITY	QTY	RATE	AMOUNT
Corporate Meeting REVISED MODEL BUSINESS CORPORATION ACT. § 16.01 & 322B.37:	1	125.00	125.00

Corporate Records (a) 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. (b) A corporation shall maintain appropriate accounting records. (c) 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. (d) A corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.

Our records indicate that your company's Corporate Meeting Minutes of Directors & Shareholders and/or Managing Members of Limited Liability Company, have not been prepared by us for 2015.

Maintaining records is vital to the existence of all corporations, particularly the recording of Minutes of directors and shareholders. Properly operated, these entities shield and protect corporate officers and members from non-compliance. Although statutory, maintenance of proper Meeting Minutes can provide evidence of compliance to help show your company honors corporate formalities. We assist corporations

ACTIVITY

QTY

RATE

AMOUNT

and limited liability companies by preparing Minutes of your corporation or limited liability company's meetings based on the information provided.

Your corporate documents will be processed and sent via email within 10 business days upon the processing of the annual payment for \$125. Please have an officer or director sign all documents and maintain them with all other company books and records.



YOUR COMPANY DOCUMENTS WILL INCLUDE:

1. Annual Waiver Notice of Directors
2. Annual Waiver Notice of Shareholders
3. Annual Meeting Minutes of Directors
4. Annual Meeting Minutes of Shareholders

Minnesota Corporate Compliance
Document Processing
445 Minnesota Street
St. Paul, Minnesota, 55101
Support: (651) 236-9895
Minnesotacompliance@gmail.com

Terms & Conditions;

Once payment has been processed and confirmed, customers have (3) business days to request a full refund. Refunds are processed within (10) business days. Please contact customer support by phone or email for all related matters and refund requests. Allow up to (10) business days for processing and the return of your annual corporate meeting documents.

Please do not mail payment. All invoice payments must be received via our online email portal by clicking the payment button.

This solicitation is for the offer of Corporate Meeting Minutes Services. The annual payment is required if you accept this offer.

Please contact support to be removed from all further communication and emails for service requests of corporate meeting minutes.

TOTAL DUE

\$125.00