

ANNUAL MEETING WORKSHEET

COMPANY INFORMATION

Corporation Name:

Current address:

City:	State:	ZIP Code:
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Mailing Address (if different):

City:	State:	ZIP Code:
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Phone:	Fax:	Email:
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GENERAL QUESTIONS

Shareholder's or Member's Meeting: Date: _____, 20____ Time: _____

NOTE: If the date and time of the Shareholder's or Member's Meeting is incomplete, the wording on the Annual Meeting Minutes Paragraph will read "Meeting was held at the time, date and place as stated in the By-Laws."

Did the Corporation issue stock certificates for every Shareholder? Yes No

If a Not-for-Profit Corporation, did the Corporation issue membership certificates for every Member? Yes No

Does the Corporation have any DBA's (doing business as)? Yes No

If yes, list all names: 1st _____ 2nd _____

List the name and address of each Shareholder or Member below: (use additional sheet if needed)

Name:	Address:	# of Stock Shares Issued
Name:	Address:	# of Stock Shares Issued
Name:	Address:	# of Stock Shares Issued
Name:	Address:	# of Stock Shares Issued

Does the above information represent a change of Shareholders or Members during the past year? Yes No

Director's Meeting	Date: _____, 20____	Time:
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(Please note, the Meetings may take place on the same day, but not at the same time)

NOTE: If the date and time of the Director's Meeting is incomplete, the wording on the Annual Meeting Minutes paragraph will read "Meeting was held at the time, date and place as stated in the By-Laws."

List the name and address of each Director below: : (use additional sheet if needed)

Indicate which Director is Chairman of the Board of Directors' Meeting and which shall be the Secretary of the Board of Directors' Meeting – one person may be both)

Name:	Address:	Title:
Name:	Address:	Title:
Name:	Address:	Title:
Name:	Address:	Title:

Does the above information represent a change of Shareholders or Members during the past year? Yes No

NAME	ADDRESS
President	
Secretary	
Treasurer	
Vice-President	
Assistant Treasurer	
Assistant Secretary	

Does the information represent a change of Officers during the past year? Yes No

Without any additional charge, you may include any special provision in the minutes of either the Shareholder's Members or Directors' meeting. To discuss any matter which you feel should be included as a topic or resolution at either the Shareholders' , Members' or Directors' Meeting, check here _____ and we will contact you. An Invictus Law Group Attorney will call you to discuss this provision.

Remarks: