



KLEIN LAW CORPORATION

ANNUAL CORPORATE MINUTES COMPLIANCE - LONG FORM FOR SHAREHOLDERS, DIRECTORS AND OFFICERS (California Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM.

Calendar Year:	Notice Date:	Corporation Number:	Due Date:
Name of Corporation:			

WHY IS IT NECESSARY TO PREPARE ANNUAL CORPORATE MINUTES?

CALIFORNIA CORPORATIONS CODE § 1500: Corporate records ... “Each corporation shall keep adequate and correct books and records of account and shall keep minutes of the proceedings of its shareholders, board and committees of the board and ...”

CALIFORNIA CORPORATIONS CODE § 301(a): Annual meeting ... “at each annual meeting of shareholders, directors shall be elected to hold office until the next annual meeting.”

WHAT ARE THE CONSEQUENCES OF NON-COMPLIANCE?

Failure to comply with these requirements could cause your corporation to lose its corporate shield protection thereby exposing its shareholders and directors to personal liability exposure to tax agencies and business creditors.

LET KLEIN LAW CORPORATION PREPARE YOUR ANNUAL CORPORATE MINUTES.

WE HAVE AN EASY, FAST, AFFORDABLE SOLUTION THAT IS ONLY A CLICK OR CALL AWAY.

When running a company, corporate paperwork is often the last thing on your list. However, if a lawsuit hits, the result could be devastating if you have let your paperwork slide. To address these concerns, we have developed our Annual Corporate Minutes Compliance Form which, for our small fee of **\$349**, will ease your workload hassle, remove the headaches of preparing the corporate minutes yourself, eliminate the risks of neglecting or mismanaging your corporate paperwork and make sure that your corporation's legitimacy is on solid ground.

Please complete this Annual Corporate Compliance Form. Your information will be kept confidential and will not be disclosed to third parties.

1. SHAREHOLDERS : Enter the names of each shareholder.

Name	Name
Name	Name
Name	Name
Name	Name

2. DIRECTORS : Enter the names of all members of the Board of Directors.

Name	Name
Name	Name
Name	Name
Name	Name

3. CORPORATE OFFICERS : Enter the names & titles of all corporate officers.

Name	Pres. / CEO
Name	Vice Pres.
Name	Treasurer / CFO
Name	Secretary

4. SALARIES AND BONUSES:

Yes No (a) Have salaries been changed in the past year or do you plan to change the salaries for the coming year? If so, please list:

Name	Office	Old Salary	New Salary	Effective Date

Yes No (b) Were any bonuses paid to employees? If so, please list:

Name	Amount	Period Ending	Date Paid	Reason*

*Outstanding service, additional incentive, number of accounts opened, etc.

5. STOCK OF THE CORPORATION:

Yes No (a) Did the corporation issue any new stock during the year?

No. Shares	Date	Consideration	Were requisite filings made with the Dept. of Bus. Oversight?

Yes No (b) Were any dividends declared and paid during the year? If so, please state:
Amount per Share \$ _____ Date Declared _____ Date Paid _____

Yes No (c) Is the corporation a party to a stock buy-sell agreement which requires annual revaluations? If so, please list the revaluation date and new value: _____

6. CORPORATE BORROWING:

Yes No Did the corporation borrow any money from any shareholder, officer, director, bank or institution? If so, for each, list the following:

- (1) Borrowed from: _____
- (2) Amount of Loan \$ _____
- (3) Interest Rate _____ %
- (4) Repayment Schedule _____
- (5) Date of Loan _____
- (6) Promissory Note? Yes ___ No ___ Accounting Entry? Yes ___ No ___
- (7) Security Given Yes ___ No ___

7. CORPORATE LENDING:

Yes No Did the corporation lend any money to any shareholder, officer or director? If so, for each, list the following:

- (1) Loaned to: _____
- (2) Amount of Loan \$ _____
- (3) Interest Rate _____ %
- (4) Repayment Schedule _____
- (5) Date of Loan _____
- (6) Promissory Note? Yes ___ No ___ Accounting Entry? Yes ___ No ___
- (7) Security Given Yes ___ No ___

Yes No **8. FRINGE BENEFITS:** Did the corporation adopt any new medical reimbursement plan, life insurance, fringe benefit plan, or abandon any old ones? If so, please list, giving date of adoption of plan or change thereto.

Yes No **9. PURCHASE, SALE OR LEASE OF MAJOR ASSETS:** Did the corporation buy, sell or lease any major assets during the year? If so, please provide the details as to (a) the type of asset bought, sold or leased, (b) the price involved, (c) the terms of payment, and (d) the date of transaction.

10. PURCHASE, SALE OR LEASE OF VEHICLES: Did the corporation buy, sell or lease any vehicles during the year?
Yes No
If so, please provide the details as to (a) the type of vehicle bought, sold or leased, (b) the price involved, (c) the terms of payment, and (d) the date of transaction.

11. LEASES: Did, or will, the corporation lease new office space or renew a present lease during the past or coming year? If so, please provide the details regarding the terms of the lease arrangement and the date of new lease.

12. PURCHASE/SALE OF PROPERTY: Did, or will, the corporation purchase or sell any property during the past or coming year? If so, please provide the details as to (a) the type of property purchased/sold; (b) the price involved; (c) the terms of the transaction; and (d) the date of the transaction.

13. BANK ACCOUNTS: Did the corporation open or close any bank accounts during the last year? If so, please state the (a) name and location of the bank, (b) the type of account opened, (c) the date of opening or closing, and (d) the persons whose names appear on the signature card and how many signatures are required.

14. PROFIT SHARING PLAN CONTRIBUTION: Does the corporation have a profit sharing or similar employee retirement plan to which a contribution or payment was made during the past year? If so, please state the amount and date of the contribution and whether a resolution of the Board of Directors was adopted authorizing the contribution and the date of the contribution.

15. OTHER: Are there any other major corporate actions or items that possibly should be included in the minutes? If so, please provide us with the details. If in doubt, list these and we can help you decide whether these items need to be documented.

16. Check the appropriate payment method for the payment of \$349.

<input type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED	<input type="checkbox"/> For VISA & MASTERCARD payments please use our secure online payment system at: http://www.KleinLawCorp.com/legal-resources/downloads/annual-corporate-minutes-minimum/
Please make your check payable to: Klein Law Corporation 15615 Alton Parkway, Suite 175 Irvine, California 92618	

17. Print the completed form and provide your signature for authorization.

Signature	Date
X	
Enter the name and title of the person preparing this questionnaire along with their telephone number so we can contact them if we have further questions.	
Name: _____	Title: _____ Phone: _____

18. Send the completed form to Klein Law Corporation by regular mail: 15615 Alton Parkway, Suite 175, Irvine, California 92618, FAX: (949) 453-3311 or e-mail: info@KleinLawCorp.com.

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