



# KLEIN LAW CORPORATION

## ANNUAL CORPORATE MINUTES COMPLIANCE - SHORT 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 **\$199**, 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.

CHECK HERE IF THERE HAVE BEEN NO CHANGES FROM LAST YEAR'S CORPORATE MINUTES AND GO TO STEP 4. OTHERWISE, COMPLETE STEPS 1 THROUGH 3:

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

<b>Step 1. SHAREHOLDERS</b> : Enter the names of each shareholder.	
Name	Name
Name	Name
Name	Name
Name	Name

<b>Step 2. CORPORATE DIRECTORS</b> : Enter the names of all members of the Board of Directors.	
Name	Name
Name	Name
Name	Name
Name	Name

<b>Step 3. CORPORATE OFFICERS</b> : Enter the names & titles of all corporate officers.	
Name	Pres. / CEO
Name	Vice Pres.
Name	Treasurer / CFO
Name	Secretary

**STEP 4.** Check the appropriate payment method for the payment of **\$199.**

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

**STEP 5.** 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: _____

**STEP 6.** 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](mailto:info@KleinLawCorp.com).

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