



# ANNUAL MINUTES DISCLOSURE STATEMENT

DIRECTORS AND SHAREHOLDERS  
(DOMESTIC BUSINESS CORPORATION)  
OHIO CORPORATE CONTROL # [REDACTED]

IMPORTANT: READ INSTRUCTIONS BEFORE COMPLETING THIS FORM. PLEASE PRINT OR TYPE LEGIBLY.

ANNUAL FEE \$150

NAME OF CORPORATION: NOTICE DATE: 01/19/09 041570H

[REDACTED]

REPLY BY:

FEBRUARY 2, 2009



**CORPORATIONS CODE SECTION § 624.** Books and records; right of inspection, prima facie evidence. (a) Each corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its shareholders, board and executive committee, if any, and shall keep at the office of the corporation in this state or at the office of its transfer agent or registrar in this state, a record containing the names and addresses of all shareholders, the number and class of shares held by each and the dates when they respectively became the owners of record thereof. Any of the foregoing books, minutes or records may be in written form or in any other form capable of being converted into written form.

TO ENSURE PROMPT PROCESSING AND COMPLIANCE, PLEASE RETURN THIS FORM WITH YOUR PAYMENT TO:  
OHIO CORPORATE COMPLIANCE BUSINESS DIVISION, 605 N. HIGH ST., #301 COLUMBUS, OH 43215

Maintaining records is vital to the existence of all corporations; in particular the recording of shareholder and director meetings. If ever sued and requested by the courts, failure to comply with certain requirements could cause your corporation to lose its limited liability status "Pierced Veil". If so, personal liability or exposure could possibly be put on directors and shareholders for failing to document formalities. We assist corporations to avoid non-compliance with the above provisions. Order corporate minutes by completing the statement form below. Provide the following candidate names for the positions listed and submit with the **ANNUAL FEE OF \$150 WITHIN 10 BUSINESS DAYS** to ensure sufficient time for processing, fulfillment, and mailing of the annual minutes for your corporation. For questions or further information, please contact our customer service unit at: (866) 633-8579.

1. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE: CITY & STATE: ZIP CODE:

2. MAILING ADDRESS (If address is outside of Ohio) CITY & STATE: ZIP CODE:

3. CHIEF EXECUTIVE OFFICER/

4. CHIEF FINANCIAL OFFICER/

5. SECRETARY/

6. DIRECTOR/ (Directors who are also officers)

7. DIRECTOR/

8. BUSINESS PHONE: ( )

9. SHAREHOLDER INFORMATION/ (If applicable) - (Attach additional pages if necessary)

NAME: MAILING ADDRESS: # SHARES (Not %):

NAME: MAILING ADDRESS: # SHARES (Not %):

**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. U.S.C. 39 § 3001(d). THIS IS A SOLICITATION FOR THE ORDER OF SERVICES, 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.**

YOUR CORPORATION SHOULD COMPLY WITH APPLICABLE LAWS AND REGULATIONS. FOR ADEQUATE RECORD TRANSFER, PLEASE PRINT LEGIBLY. ALL INFORMATION WILL BE TREATED AS PRIVATE AND CONFIDENTIAL. PLEASE ALLOW 30 DAYS FROM THE DATE OF RECEIPT FOR COMPLETE PROCESSING, FULFILLMENT, AND MAILING OF THE ANNUAL MINUTES FOR YOUR CORPORATION.

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

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

**INSTRUCTIONS TO COMPLETING FORM**

Complete this form for processing and fulfillment of the Annual Minutes for your corporation. Submit a single check or money order made payable to **Ohio Corporate Compliance** and mail to:

Main Office:

**OHIO CORPORATE COMPLIANCE**  
*BUSINESS SERVICES DIVISION*  
605 N. High St. # 301  
Columbus, OH 43215

**Complete the Annual Minutes form of Annual Directors and Shareholders as follows:**

- Line 1** Enter the complete street address, city, state and zip code, of the principal business office.
- Line 2** Enter the complete street address, city, state, and zip code of the corporation's business mailing address in Georgia, if any. Please do not enter a P.O. Box or abbreviate the name of the city. Complete this item only if the address in Item 2 is outside of Ohio.
- Line 3-5** Enter the name and complete business or residential address of the corporation's officers (CEO, Secretary, and CFO).
- Line 6-7** Enter the name and complete business or residential address of the corporation's directors; if there are more than two directors please attach additional pages. The corporation should have one or more directors.
- Line 8** Enter the business phone number and contact person for further information if necessary.
- Line 9** Enter the name and complete business or residential address of each incumbent shareholder. If there are more than two shareholders please attach additional pages.
- NOTE:** Type or print the name and title of the officer or agent completing this statement, then sign and enter the date this statement was completed.

By submitting this Disclosure Statement of Annual Shareholders and Directors to Ohio Corporate Compliance Business Services Division, the corporation certifies the information contained herein, including any attachments, is true and correct.