



ROSS & ASSOCIATES BUSINESS FORMATION AND FILINGS®

Your Business Success Is Our First Priority

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ANNUAL DIRECTORS & SHAREHOLDERS MEETING MINUTES ORDER FORM

State:

Year Needed:

Full Legal Business Name:

DIRECTORS MEETING

Date of Meeting:

Time of Meeting:

Place of Annual Meeting:

Director Present 1:

Director Present 2 (if applicable)

Director Present 3 (if applicable)

Director Present 4 (if applicable)

Director Present 5 (if applicable)

Director Present 6 (if applicable)

Absent Director 1 (if applicable)

Absent Director 2 (if applicable)

Absent Director 3 (if applicable)

Other Person 1 (if applicable)

Other Person 2 (if applicable)

Other Person 3 (if applicable)

Chair of Meetings*

Secretary of Meetings*

Elected President

Elected Vice President

All services are performed via remote online for your convenience

Elected Secretary

Elected Treasurer

Previous Year End Date

Effective Date of Directors Meeting

Time Directors Meeting Adjourned

Notice Date*

Was there a notice sent out prior to the annual directors meeting?

Are or Were the minutes of last directors meeting read?

Will the company distribute dividends per share?

Dividend Amount

SHAREHOLDER MEETING

Time of Shareholders Meeting

Present Shareholder 1

Present Shareholder 2 (if applicable)

Present Shareholder 3 (if applicable)

Present Shareholder 4 (if applicable)

Absent Shareholder 1 (if applicable)

Absent Shareholder 2 (if applicable)

Absent Shareholder 3 (if applicable)

Other Person Present 1 (if applicable)

Other Person Present 2 (if applicable)

Other Person Present3 (if applicable)

Notice Date:

Was there a notice sent out for the shareholder's meeting?

Are or Were the minutes of last shareholder meeting read?

Elected Director 1

Elected Director 2 (if applicable)

Elected Director 3 (if applicable)

Elected Director 4 (if applicable)

Shareholders Effective Date of Meeting

Shareholders Time Meeting Adjourned

OTHER CONTENT: (IF APPLICABLE)

Print Full Name:

Signature:

Date:

Time: