

**INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES FORM**  
**(Texas Corporations)**

Review the accuracy of the preprinted corporate name and address and make any changes necessary.  
**PLEASE PRINT CLEARLY.**

- Step 1      Enter the name of each stockholder. You must account for 100% of the outstanding shares.
- Step 2      Enter the name of all members of the Board of Directors. Members of the Board of Directors must be at least 18 years of age.
- Step 3      Enter the title of an officer and the name of the officer. You must have at least one officer. Typical officers are Chief Executive Officer (CEO), President, Vice President, Secretary, Assistant Secretary, Chief Financial Officer Treasurer, Chief Operations Officer (COO). In addition, list any other corporate officers.
- Step 4      Enter the name and email address of the person to contact if we have any questions.
- Step 5      Provide a valid payment method.
- Step 6      Sign the form to verify the validity of information provided and authorize your payment.
- Step 7      Return the entire completed form with payment.

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Submit the Annual Minutes Form together with the payment for preparation of documents to satisfy the annual minutes requirement for your corporation. **Submit payment for \$125.00 payable to Corporate Records Service and mail to:**

**CORPORATE RECORDS SERVICE**  
**6800 West Gate Blvd. Ste. 132 #872**  
**Austin, Texas 78745-4883**  
**(888) 408-0886**

Completed documents will be mailed to you within four weeks. Have each party sign the documents where indicated and keep them as permanent records.

Maintaining records is important to the existence of all corporations. In particular the recording of shareholders and director meetings. You can engage an attorney to prepare them, prepare them yourself, use some other service company or use our service.

Corporate Records Service will prepare and provide corporate minutes that meet the following requirements of Texas law:

TEXAS BUSINESS ORGANIZATIONS CODE §21.351: Annual meeting ... "An annual meeting of the shareholders of a corporation shall be held at a time that is stated in or set in accordance with the corporation's bylaws." Texas Business Organizations Code §21.411: "Regular meetings of the board of directors of a corporation may be held with or without notice as prescribed by the corporation's bylaws."

TEXAS BUSINESS ORGANIZATIONS CODE §3.151: Corporate records ... "Each filing entity shall keep: ... (2) minutes of the proceedings of the owners or members or governing authority of the filing entity and committees of the owners or members or governing authority of the filing entity."

Corporate minutes may also be prepared by corporate officers or other agents. CORPORATE RECORDS SERVICE IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE.

Please complete this Annual Minutes Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your payment for \$125.00 payable to Corporate Records Service in the enclosed envelope. If you have any questions, please email us at records@corp-records.com or call us at (888) 408-0886.

**Step 1. SHAREHOLDERS** Enter the names of each stockholder.

Name	Name
Name	Name
Name	Name
Name	Name

**Step 2. CORPORATE DIRECTORS** Enter the names of all members of the Board of Directors.

Name	Name
Name	Name
Name	Name
Name	Name

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

Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title

**Step 4. CONTACT PERSON** Enter the name & email address of the contact person.

Contact Name	Contact Email	Contact Phone
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**Step 5.** Check appropriate payment method & fill out subitems.

<input type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED	<input type="checkbox"/> CREDIT CARD (VISA & MASTERCARD ONLY)
<b>Please make your check payable to:</b> Corporate Records Service 6800 West Gate Blvd. Ste. 132 #872 Austin, Texas 78745-4883 1-888-408-0886	Enter Credit Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Enter Expiration Date of Credit Card: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

**Step 6.** Provide your signature for authorization.

Signature	Date
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**Step 7.** Return this entire completed form with payment in the enclosed return envelope.