

INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES FORM

(Florida 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.

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
PO Box 5618
Tallahassee, FL 32314-5618**

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.

Please note: The preparation of minutes of annual meetings does not satisfy the requirement to file the annual report required by Florida Business Corporations Act 607.1622. The annual report and instructions may be found online.