



CORPORATE COMPLIANCE CENTER ANNUAL MINUTES COMPLIANCE NOTICE

88-25952

**PLEASE RETURN BY 1/31/14 TO ALLOW
ADEQUATE PROCESSING TIME FOR YOUR
DOCUMENTS**

California Law Annual Minutes Requirements. CA Corp. Code sections §1500 requires non-exempt California corporations to keep minutes of shareholder, director and director committee proceedings.

Consequence of Non-Compliance. Failure to comply with this statute is a factor courts may consider that can result in personal liability of corporation shareholders for corporation debts and obligations without limit to amount as a result of alter ego liability.

Complete and Return the Form Below so that CCC can prepare the documents to meet the terms of the Annual Minutes Requirements of CA Corp. Code §1500.

Make Your Check for \$150.00 Payable to CCC. It is important we receive your response by 1/31/14 to ensure the timely preparation of your Annual Minutes. You should receive your Certificate of Minutes within 3 weeks of sending your form.

(916) 480-9006 * Return this form with your check and mail to us in the enclosed envelope.*

BUSINESS INFORMATION				(COMPLETE/MAKE CHANGES WHERE NECESSARY (PRINT OR TYPE))			
Business Name & Principal Office Street Address			City		State		Zip Code
Person To Contact			Telephone (With Area Code)		Fax (With Area Code)		
E-mail			() _____ - _____		() _____ - _____		
OFFICERS – NAMES OF ALL OFFICERS, INCLUDING OFFICERS WHO ARE DIRECTORS				DIRECTORS – NAMES OF ALL DIRECTORS, INCLUDING DIRECTORS WHO ARE OFFICERS			
PRESIDENT / CEO (Required Position)				DIRECTOR #1 NAME (Required Position)			
VICE-PRESIDENT (Optional Position)				DIRECTOR #2 NAME (Required if there are 2 Shareholders)			
SECRETARY (Required Position)				DIRECTOR #3 NAME (Required if 3 or more Shareholders)			
TREASURER / CFO (Required Position)				DIRECTOR #4 NAME (Optional Position)			
				DIRECTOR #5 NAME (Optional Position)			
PLEASE RETURN BY 1/31/14 TO ALLOW ADEQUATE PROCESSING TIME FOR YOUR DOCUMENTS				DIRECTOR #6 NAME (Optional Position)			
AMOUNT ENCLOSED \$150.00				DIRECTOR #7 NAME (Optional Position)			
If additional space is needed for director names, please attach a separate sheet of paper.				DIRECTOR #8 NAME (Optional Position)			

THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENTAL AGENCY, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT.

**RETURN THIS FORM NO LATER THAN 1/31/14 TO ENSURE TIME FOR PROCESSING OF YOUR DOCUMENTS.
CORPORATE COMPLIANCE CENTER, 2740 FULTON AVE, SUITE 203, SACRAMENTO, CA 95821 (916) 480-9006**