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prepare meeting minutes, and maintain your IRS status, including: Notice of Meeting; Minutes for Shareholders and Directors Meetings; Director Conflict of Interest Resolutions; Stay organized and stay legal with help from this guide.

The Corporate Records Handbook - Meetings, Minutes

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Overview. Keep your corporate status—and avoid personal liability. Incorporating your business is an important first step in obtaining limited liability status. To keep that status, you must observe a number of legal formalities, including holding and documenting shareholder and director meetings. Meeting minutes form the primary paper trail

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of a corporation's legal life—and The Corporate Records Handbook provides all the instructions and forms you need to prepare them.

The Corporate Records Handbook: Meetings, Minutes

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The Corporate Records Handbook provides all the forms and instructions you need to keep records,

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prepare meeting minutes, and stay legal, including: Call of Meeting Shareholder Proxy Approval of Corporate Minutes By Directors of Shareholders and more The Corporate Records Handbook gives you the forms you need to keep required records, plus more than 75 additional resolutions -- both as tear-outs and on CD-ROM -- to insert into your minutes.

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Proxy Meeting

Summary Sheet

Minutes of Annual

Shareholders' Meeting

Minutes of Special

Shareholders' Meeting

Minutes of Annual

Directors' Meeting

Minutes of Special

Directors' Meeting

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To keep that status,
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Knowing how long you need to keep records is important. Take a look at our Document Retention Best Practices & State Guidelines to learn more. 800-359-3456

Document Retention Best Practices & State Guidelines

(a) Each corporation shall keep correct and complete books and records of account and

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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 ...

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Records Handbook The Consolidated Laws, Business Corporation Law - Meetings Minutes BSC ... Resolutions

A corporate kit usually contains a corporate seal, blank stock certificates and forms for the adoption of by-laws and recording the minutes of meetings. Rather than composing their own forms, some may find it easier to use the preprinted forms provided in a corporate kit.

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Not-For-Profit Corporations Frequently Asked Questions ...

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