

Annual Minutes Requirements Statement

1. FLORIDA BUSINESS CORPORATIONS ACT, Chapter 607.0701 provides: “A corporation shall hold a meeting of shareholders annually, for the election of directors and for the transaction of any proper business, at a time stated in or fixed in accordance with the bylaws.”

FLORIDA BUSINESS CORPORATIONS ACT, Chapter 607.1601 provides: “A corporation shall maintain and records minutes of all meetings of its shareholders and board of directors, a record of all actions taken by the shareholders or board of directors without a meeting, and a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the corporation.”

FLORIDA LIMITED LIABILITY COMPANY ACT and FLORIDA REVISED LIMITED LIABILITY COMPANY ACT: Places similar requirements on limited liability companies operating in the State of Florida.

2. Please complete this Annual Minutes Requirement Statement and mail the completed form to us in the enclosed envelope or e-mail it to jka@leuchtmanlaw.com. All information will be treated as private and confidential and will not be available to others. E-mail us at jka@leuchtmanlaw.com with any questions you may have or call us at 850-316-8179. In lieu of completing this statement, we are happy to attend a duly-called meeting of your entity and prepare minutes based upon the events of that meeting.

Contact Person: _____ E-mail Address: _____

OFFICERS (Attach additional pages if needed).

Title (Required): _____	Name (Required): _____
Title: _____	Name: _____
Title: _____	Name: _____
Title: _____	Name: _____

DIRECTORS/MANAGERS (Attach additional pages if needed).

Name (**Required**): _____
Name: _____
Name: _____
Name: _____

SHAREHOLDER/MEMBERS INFORMATION (Attach additional pages if needed). You must account for 100% of the Shares/Membership Units.

Shareholder/Member Name (Required): _____	No. of Shares/Units (Required): _____
Shareholder/Member Name: _____	No. of Shares/Units: _____
Shareholder/Member Name: _____	No. of Shares/Units: _____
Shareholder/Member Name: _____	No. of Shares/Units: _____
Shareholder/Member Name: _____	No. of Shares/Units: _____

