


2019 - ANNUAL RECORDS SOLICITATION FORM SHAREHOLDERS, DIRECTORS AND OFFICERS (Michigan Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Key Code	Notice Date 2019-01-07	Corporation Number	Incorporation Date
Business Address		 Please Respond By February 1, 2019	

Michigan Council for Corporations, a private company, will prepare & provide, for a fee, corporate consent records in lieu of annual meeting minutes in accordance with the following provisions of Michigan law:

MICHIGAN COMPILED LAWS § 450.1407(2): "Any action required or permitted under this act to be taken at an annual or special meeting of shareholders may be taken without a meeting, without prior notice, and without a vote, if before or after the action all the shareholders entitled to vote consent in writing."

MICHIGAN COMPILED LAWS § 450.1525(1): "Unless prohibited by the articles of incorporation or by law, action required or permitted to be taken under authorization voted at a meeting of the board or a committee of the board, may be taken without a meeting if, before or after the action, all members of the board then in office or of the committee consent to the action in writing..."

Corporate consent records may also be prepared by corporate officers or other agents. MICHIGAN COUNCIL FOR CORPORATIONS IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE. THIS DOES NOT FULFILL THE MICHIGAN ANNUAL REPORT FILING REQUIREMENT.

Please complete this Annual Records Solicitation Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your payment for **\$150.00 payable to Michigan Council for Corporations** in the enclosed envelope. If you have any questions, please email us at services@councilforcorps.com or call us at (888) 408-0886.

Step 1. SHAREHOLDERS Enter the names of each stockholder.

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

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

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 ENCLOSED FOR \$150 Please make your check payable to: Michigan Council for Corporations 5859 West Saginaw Highway #343 Lansing, MI 48917-2460 1-888-408-0886	<input type="checkbox"/> CREDIT CARD (VISA & MASTERCARD ONLY) Enter Credit Card Number: <div style="border: 1px solid black; padding: 2px; display: flex; gap: 5px;"> </div> Enter Expiration Date of Credit Card: <div style="border: 1px solid black; padding: 2px; display: flex; gap: 5px;"> / </div>
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Step 6. SIGNATURE I certify that I have read this document, understand its contents, and authorize the charges. The parties further mutually agree to waive claims against the other for any damages, including consequential damages.

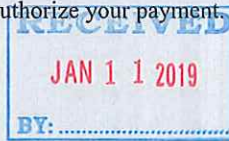
Signature	Date
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Step 7. Return this entire completed form with payment in the enclosed return envelope.

INSTRUCTIONS FOR COMPLETING THE ANNUAL RECORDS SOLICITATION FORM
(Michigan Corporations)

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

- Step 1 Verify the name of each stockholder. You must account for 100% of the outstanding shares. Any changes may be indicated on reverse of the form.
- Step 2 Verify the name of all members of the Board of Directors. Members of the Board of Directors must be at least 18 years of age. Any changes may be indicated on reverse of the form.
- Step 3 Verify 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 (CFO), Treasurer, Chief Operations Officer (COO). In addition, list any other corporate officers. Any changes may be indicated on reverse of the form.
- Step 4 Verify the name, email address and phone number of the person to contact if we have any questions. Any changes may be indicated on reverse of the form.
- 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 Records Solicitation Form together with the payment for preparation of documents to satisfy the annual corporate records for your corporation. **Submit a check for \$150.00 payable to Michigan Council for Corporations and mail to:**

MICHIGAN COUNCIL FOR CORPORATIONS
5859 West Saginaw Highway #343
Lansing, MI 48917-2460
(888) 408-0886

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

Maintaining records is important to the existence of all corporations. Of particular importance are records of shareholders and director actions. You can engage an attorney to prepare the documents, prepare them yourself, use some other service company or use our service.

Please note: The preparation of annual corporate records does not satisfy the requirement to file the annual report set forth in the Michigan Compiled Laws § 450.1911. The annual report and instructions may be found online.