



**2013 - ANNUAL CORPORATE RECORDS FORM**  
**SHAREHOLDERS, DIRECTORS AND OFFICERS**  
 (Michigan Corporations)

**IMPORTANT: FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.**

Key Code K320855025	Notice Date 2013-07-24	
Business Address  		
		 Please Respond By <b>August 28, 2013</b>

Corporate Records Service will prepare and provide corporate records that meet the following requirements of Michigan law:  
 MICHIGAN COMPILED LAWS § 450.1485: Corporate books ... "A corporation shall keep books and records of account and minutes of the proceedings of its shareholders, board, and executive committee, if any."  
 MICHIGAN COMPILED LAWS § 450.1402: Annual meetings of shareholders... "An annual meeting of shareholders for election of directors and for such other business ... shall be held at a time as provided in the bylaws ..." MICHIGAN COMPILED LAWS § 450.1521: Meeting of board... "Regular or special meetings of a board may be held either in or outside this State."  
 Corporate records may also be prepared by corporate officers or other agents. CORPORATE RECORDS SERVICE IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE.

Please complete this Annual Corporate Records Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your payment for \$125.00 payable to Corporate Records Service in the enclosed envelope. If you have any questions, please email us at [records@corp-records.com](mailto:records@corp-records.com) or call us at (888) 408-0886.

**Step 1. SHAREHOLDERS** Enter the names of each stockholder.

Name	Name
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
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
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.**

CHECK OR MONEY ORDER ENCLOSED

Please make your check payable to:  
 Corporate Records Service  
 5859 W Saginaw Hwy #343  
 Lansing, MI 48917-2460  
 1-888-408-0886

CREDIT CARD (VISA & MASTERCARD ONLY)

Enter Credit Card Number:

Enter Expiration Date of Credit Card:  
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**Step 6. Provide your signature for authorization.**

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 CORPORATE RECORDS FORM**  
**(Michigan 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.

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Submit the Annual Corporate Records Form together with the payment for preparation of documents to satisfy the annual records requirement for your corporation. Submit payment for \$125.00 payable to Corporate Records Service and mail to:

**CORPORATE RECORDS SERVICE**  
5859 W Saginaw Hwy #343  
Lansing, MI 48917-2460  
(888) 408-0886

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 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.