

**Annual Corporate Meeting Checklist and Cover Letter**

Enclosure Name of Corporation: ABC CORPORATION, INC. Date:, 2000

Annual Corporate Meetings Checklist

Annual Shareholders' Meeting

Check one:

- No formal meeting, proceed with Waiver.
- Formal meeting desired, agenda needed.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Annual Board of Directors' Meeting

Check one:

- No formal meeting, proceed with Waiver.
- Formal meeting desired, agenda needed.

Date: Same as Shareholders' meeting

Time: Immediately following Shareholders' meeting

Place: Same as Shareholders' meeting

**Significant Events And Actions Of The Corporation, Its Officers And Directors (since the last annual meeting or consent in lieu of meeting). Also Indicate If Any Of These Events Are Currently Being Contemplated By The Shareholders Or Directors:**

i. Change in Resident Agent? \_\_\_\_\_

ii. Change in Registered Office \_\_\_\_\_

iii. Change in Principal Place of Business \_\_\_\_\_

iv. Any significant contracts, agreements and/or leases made by the Corporation?

\_\_\_\_\_

- v. Any significant changes in corporate policy? \_\_\_\_\_
- vi. Any mergers, acquisitions and/or reorganization within the corporate structure?  
\_\_\_\_\_

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- vii. Sale of stocks, bonds or other changes in capital structure? \_\_\_\_\_
- viii. Any major changes in business activity or management? \_\_\_\_\_
- ix. Acquisition or sale of any patents, trademarks or copyrights? \_\_\_\_\_
- x. Any changes in the corporate bank accounts? \_\_\_\_\_
- xi. Any tax elections, such as Sub S?      All
- xii. Adoption by the Corporation of
- (a) Death Benefit Plan (Amount: \$5,000 or \$ \_\_\_\_\_) \_\_\_\_\_
  - (b) Employee's Medical Expense Reimbursement Plan? \_\_\_\_\_
  - (c) Employee's Medical Expense Reimbursement & Salary Continuation Plan?  
\_\_\_\_\_
  - (d) Employment Agreement with \_\_\_\_\_
  - (e) Profit, pension or other deferred compensation plan? \_\_\_\_\_
  - (f) Unreasonable Compensation Reimbursement? \_\_\_\_\_
- xiii. Any other significant events and/or actions, or items of special interest (good or bad) to the shareholders or directors?
- xiv. Nominations and Elections:
- Corporate Officers – President: \_\_\_\_\_
- Vice President: \_\_\_\_\_
- Secretary: \_\_\_\_\_
- Treasurer: \_\_\_\_\_
- Board of Directors: \_\_\_\_\_
- xv. Are there any plans, intentions or points of inquiry of significance for future corporate action?

If there are any questions regarding the above information, please contact:

Name: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Title: \_\_\_\_\_

[Attach Additional Sheet of Paper for Comments.]