



Annual Minutes Checklist

Please return completed form via email at minutes@CorporateDirect.com, fax at 775-824-0105, or regular mail at 2248 Meridian Blvd., Ste H, Minden, NV 89423 within 30 days of payment. If you wish to decline minutes preparation, please disregard this form and deduct the fee from your invoice.

Name of Entity: _____ Date of Meeting: _____

Location of Meeting: _____ Time of Meeting: _____

During the last twelve-month period, have you:

1. For Corporations, have you changed any officers, directors, shareholders? Yes ☐ No ☐ N/A ☐
For LLCs, have you changed any Managers or Members? Yes ☐ No ☐ N/A ☐
For Limited Partnerships, have you changed any general or limited Partners? Yes ☐ No ☐ N/A ☐
If yes, have you already spoken with your Incorporating Specialist about these changes? Yes ☐ No ☐ N/A ☐

If yes, please give details of the changes:

Name of Person/Entity to be changed: (Attach additional sheets if necessary)	Current Ownership Percentage:	New Ownership Percentage:

2. Paid an annual salary and/or bonus to an officer, director, member/manager, employee or related party?
Yes ☐ No ☐ If yes, please explain: _____
3. Reimbursed expenses to an officer, director, member/manager, employee or related party?
Yes ☐ No ☐ If yes, please explain: _____
4. Sold, transferred, purchased, issued or promised any person a stock interest option, membership interest option or limited partnership interest in the entity?
Yes ☐ No ☐ If yes, please explain: _____
5. Made a loan to/from an officer, director, member/manager, employee or related party?
Yes ☐ No ☐ If yes, please explain: _____
6. Paid distributions to an officer, director, member/manager, employee or related party?
Yes ☐ No ☐ If yes, please explain: _____
7. Compensated an officer, director, member/manager, employee or related party for allowable expenses?
Yes ☐ No ☐ If yes, please explain: _____
8. Entered into any employment agreement with any employee?
Yes ☐ No ☐ If yes, please explain: _____
9. Leased any real or personal property to an officer, director, member/manager, employee or related party?
Yes ☐ No ☐ If yes, please explain: _____
10. Made any major purchases or entered into any lease of equipment (vehicles, furniture, etc.)?
Yes ☐ No ☐ If yes, please explain: _____
11. Purchased real estate?
Yes ☐ No ☐ If yes, please explain: _____

ADDITIONAL QUESTIONS →

12. Leased real or personal property?
Yes ☐ No ☐ If yes, please explain: _____
13. Made a major change in your bookkeeping or accounting system?
Yes ☐ No ☐ If yes, please explain: _____
14. Changed banks or opened new accounts?
Yes ☐ No ☐ If yes, please explain: _____
15. Borrowed money, established or renewed lines of credit or opened new credit accounts?
Yes ☐ No ☐ If yes, please explain: _____
16. Changed authorized signers on the bank account?
Yes ☐ No ☐ If yes, please explain: _____
17. Purchased a new life, liability or disability insurance policy?
Yes ☐ No ☐ If yes, please explain: _____
18. Sold any significant business assets?
Yes ☐ No ☐ If yes, please explain: _____
19. Received or paid fees to a related party?
Yes ☐ No ☐ If yes, please explain: _____
20. Adopted or terminated a pension plan, 401(k), SEP or profit-sharing plan?
Yes ☐ No ☐ If yes, please explain: _____
21. Retained professional advisors, such as a CPA or attorney?
Yes ☐ No ☐ If yes, please explain: _____
22. Filed any lawsuits or have been sued?
Yes ☐ No ☐ If yes, please explain: _____
23. Adopted an employee manual?
Yes ☐ No ☐ If yes, please explain: _____
24. Entered into a partnership, joint venture or similar business arrangement?
Yes ☐ No ☐ If yes, please explain: _____
25. Changed your business operation in any way?
Yes ☐ No ☐ If yes, please explain: _____
26. Decided to dissolve or suspend operations?
Yes ☐ No ☐ If yes, please explain: _____
27. Changed registered agent any time in the last year?
Yes ☐ No ☐ If yes, please explain: _____
28. Has your company added a new successor manager? If yes, please provide full name of new successor and provide details on any old successors that need to be removed:
Yes ☐ No ☐ New Successor Info: _____
29. Please list here and/or attach an additional page to list any other major events or transactions that occurred during the last 12 months: