

Business Address

██████████, INC.
██████████ ST
██████████, PA ██████████

3612



Please Respond By
06/26/2015

On 15-May-13, Pennsylvania Council For Corporations prepared your 2013 corporate consent records in lieu of meeting minutes that fulfill the following requirements of Pennsylvania law:

PENNSYLVANIA STATUTE TITLE 15, CH. 15 §1508: Corporate records ... "Every business corporation shall keep complete and accurate books and records of account, minutes of the proceedings of the incorporators, shareholders and directors ..."

PENNSYLVANIA STATUTE TITLE 15, CH. 15 §1704: Annual meeting ... "Meetings of shareholders may be held at such geographic location ... as may be provided in or fixed pursuant to the bylaws." Section §1755 states that "... at least one meeting of the shareholders shall be held in each calendar year for the election of directors ..." Section §1703 states that "(a) Place - Meetings of the board of directors may be held at such place within or without this Commonwealth as the board of directors may from time to time appoint or as may be designated in the notice of the meeting. (b) Notice - Regular meetings of the board of directors may be held upon such notice, if any, as the bylaws may prescribe."

Corporate consent records may also be prepared by corporate officers or other agents. PENNSYLVANIA 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 PENNSYLVANIA 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 \$125.00 payable to Pennsylvania 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 (Please use reverse side for changes)

██████████	
██████████	
██████████	
██████████	

Step 2. CORPORATE DIRECTORS (Please use reverse side for changes)

██████████	
██████████	
██████████	
██████████	

Step 3. CORPORATE OFFICERS (Please use reverse side for changes)

██████████	
██████████	
██████████	
██████████	

Step 4. CONTACT PERSON (Please use reverse side for changes)

Contact Name ██████████	Contact Email ██████████	Contact Phone ██████████
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Step 5. Check appropriate payment method & fill out subitems.

<input checked="" type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED	<input type="checkbox"/> CREDIT CARD (VISA & MASTERCARD ONLY)
Please make your check payable to: Pennsylvania Council For Corporations 6059 Allentown Blvd. #904 Harrisburg, PA 17112-2672 1-888-408-0886	Enter Credit Card Number: □□□□ □□□□ □□□□ □□□□ Enter Expiration Date of Credit Card: □□ / □□

- 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 \$125.00 payable to Pennsylvania Council for Corporations and mail to:

PENNSYLVANIA COUNCIL FOR CORPORATIONS
6059 Allentown Blvd. #904
Harrisburg, PA 17112-2672
(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 required by Pennsylvania Law. The annual report and instructions may be found online.