



SOLICITATION FOR SERVICES

2015 - ANNUAL RECORDS SOLICITATION FORM SHAREHOLDERS, DIRECTORS AND OFFICERS (Indiana Corporations)

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

Key Code	Notice Date 2015-01-28	Corporation Number	Incorporation Date
Business Address			
1444/45 F032090 			

Indiana Council for Corporations, a private company, will prepare & provide, for a fee, corporate consent records in lieu of meeting minutes that fulfill the following requirements of Indiana law:

INDIANA CODE §23-1-52-1: Corporate records ... "A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors ..."

INDIANA CODE §23-1-29-1: Annual meeting ... "(a) Unless directors are elected by written consent instead of at an annual meeting as permitted by section 4 of this chapter, a corporation shall hold a meeting of the shareholders annually at a time stated in or fixed in accordance with the bylaws ... (b) Annual shareholders' meetings may be held in or out of Indiana at the place stated in or fixed in accordance with the bylaws."

INDIANA CODE §23-1-34-1 states that "The board of directors may hold regular or special meetings in or out of Indiana."

Corporate consent records may also be prepared by corporate officers or other agents. INDIANA 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 INDIANA BIENNIAL 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 Indiana 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. Failure to return this form or remit payment will have no effect on your ability to continue conducting business within the State of Indiana.

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.

SOLICITATION FOR SERVICES

INSTRUCTIONS FOR COMPLETING THE ANNUAL RECORDS SOLICITATION FORM

(Indiana 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 and the name of each 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.

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 Indiana Council for Corporations and mail to:**

INDIANA COUNCIL FOR CORPORATIONS
6137 Crawfordsville Rd Ste. F #108
Speedway, IN 46224-3732
(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. Failure to return this form or remit payment will have no effect on your ability to continue conducting business within the State of Indiana.

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 biennial report set forth in the Indiana Business Corporation Law. The annual report and instructions may be found online.