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MINUTES OF THE ANNUAL MEETING OF SHAREHOLDERS OF

(Corporation Name)

The annual meeting of the shareholders of the above named corporation was held on

at

(Day of week)

(Month)

(Day)

(Year)

(Time)

AM/PM

at

(Location address, city and state)

Shareholders, directors, officers present were:

Business items discussed were:

Officers salary for the up-coming Corporation year will be \$ _____

All employee business expenses will be reimbursed to them by the Corporation, when a proper list of expenses is submitted.

The meeting adjourned at _____
(Time) AM/PM

Corporation year is: _____ to _____
Month/Day/Year Month/Day/Year

(Corporation Secretary)

(Date)

Form 1: Please print this document as PDF and provide a copy to Burr Business Service