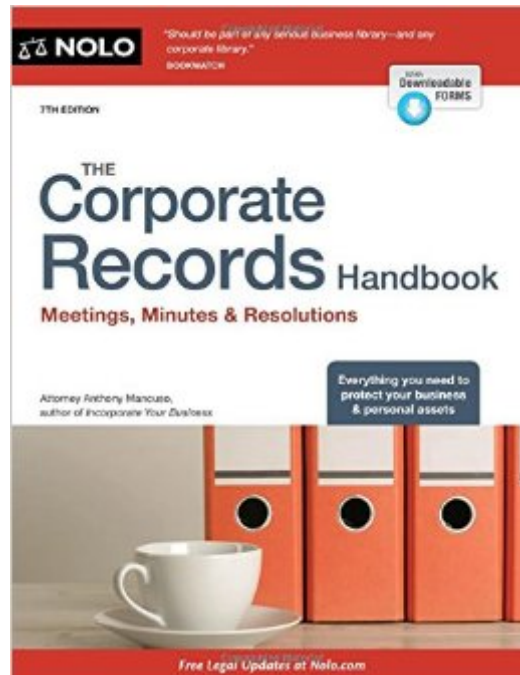


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Corporate Records Handbook, The: Meetings, Minutes & Resolutions



Synopsis

Keep your corporate status and avoid personal liability Incorporating your business is an important first step in obtaining limited liability status. To keep that status, you must observe a number of legal formalities, including holding and documenting shareholder and director meetings. Meeting minutes form the primary paper trail of a corporation's legal life and The Corporate Records Handbook provides all the instructions and forms you need to prepare them. Minutes forms include: • Notice of Meeting • Shareholder Proxy • Minutes of Annual Shareholders' Meeting • Minutes of Annual Directors' Meeting • Waiver of Notice of Meeting, and • Written Consent to Action Without Meeting. You'll also find more than 75 additional resolutions which let you: • elect S corporation tax status • borrow or lend money • adopt pension and profit-sharing plans • authorize bank loans • authorize a corporate line of credit • set up employee benefit plans • purchase or lease a company car • amend articles and bylaws • and more! This book has downloadable interactive forms.

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