

**MINUTES OF ANNUAL MEETING OF SHAREHOLDERS
OF**

_____ (Name of Corporation)

The annual meeting of the Shareholders of _____ (Name of Corporation) was held on _____ (Day of Week), _____ (Date), at the Corporation's principal office, with all of the Shareholders present, waiving notice of such meeting, and consenting to act on all matters properly presented to the meeting, with all of the Shareholders being:

_____ (Name)

_____ (Name)

The President, _____ (Name), presided, and the Secretary, _____ (Name), recorded the minutes of the meeting.

The minutes of the last meeting of the Shareholders, held on _____ (Date), were read and approved. The Treasurer presented his/her (choose one) annual report which, on motion duly made and seconded, was accepted unanimously.

The next business to come before the meeting was the election of directors. On motion duly made, seconded, and carried unanimously, the following persons were elected to serve as directors for one year and until their successors are duly elected and qualified:

_____ (Name)

_____ (Name)

_____ (Name)

The President then reported on the affairs of the Corporation for the past year and outlined in general the prospects for the forthcoming year.

There being no further business to come before the meeting, upon motion duly made, seconded, and carried unanimously, the meeting was declared adjourned.

_____ (Name), Secretary

ATTEST:

_____ (Name), President

*This is a basic form for annual Shareholders Minutes. Other matters that may be included in the minutes concern loans made to the Corporation, issuance or sale of stock, and officer salaries.