

Option 2: PDF Minute Book Form

The information you provide us will assist us in keeping your Company Minute Book up-to-date. Fill out information and fax back to: **905-856-8104** Attention: **Corporate Legal Assistant**

Please provide us with the following information in order that we may proceed with preparing the annual resolutions of the directors and shareholders approving the financial statements of the fiscal year as set out below. When completed, please print a copy for your records.

- 1. Name of Corporation: _____
- 2. Date of Fiscal Year End (MM/DD/YY): _____
- 3. Date of Financial Statements: _____

4. Have any **DIVIDENDS** been paid out for the fiscal year noted above?

Yes No **If Yes, please complete the following:**

Class of shares: _____
 Total amount declared: _____
 Date declared: _____

5. Have any **BONUSES** been paid out for the fiscal year noted above?

Yes No **If Yes, please complete the following:**

Total amount: _____
 Date declared: _____
 Payable to: _____

6. Have any **MANAGEMENT SALARIES** been paid out for the fiscal year noted above?

Yes No **If Yes, please complete the following:**

Total amount: _____
 Date declared: _____
 Payable to: _____

Email Address: _____

Additional Information:

