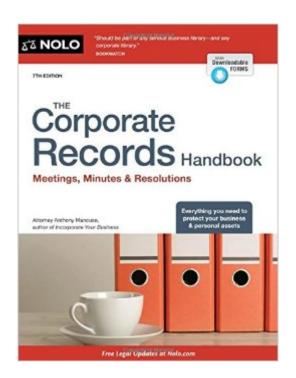
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# Corporate Records Handbook, The: Meetings, Minutes & Resolutions





### **Synopsis**

Keep your corporate statusâ •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 corporationâ <sup>TM</sup>s legal lifeâ •and The Corporate Records Handbook provides all the instructions and forms you need to prepare them. Minutes forms include: â ¢ Notice of Meeting â ¢ Shareholder Proxy â ¢ Minutes of Annual Shareholdersâ <sup>TM</sup> Meeting â ¢ Minutes of Annual Directorsâ <sup>TM</sup> Meeting â ¢ Waiver of Notice of Meeting, and â ¢ Written Consent to Action Without Meeting. Youâ <sup>TM</sup>II also find more than 75 additional resolutions which let you: â ¢ elect S corporation tax status â ¢ borrow or lend money â ¢ adopt pension and profit-sharing plans â ¢ authorize bank loans â ¢ authorize a corporate line of credit â ¢ set up employee benefit plans â ¢ purchase or lease a company car â ¢ amend articles and bylaws â ¢ and more! This book has downloadable interactive forms.

#### Book Information

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