

Notice of Special Meeting of Shareholders

We, the undersigned, being all of the shareholders of _____ Corporation, hereby give notice that a special meeting of the shareholders was held on _____, 20____, at _____ AM/PM, at the offices of the Corporation, located at _____. Any and all business which legally came before said meeting was transacted.

Shareholder Signature _____ Date _____

Shareholder Signature _____ Date _____

Shareholder Signature _____ Date _____

Minutes of Meeting of Directors

A duly constituted meeting of the Board of Directors of _____ Corporation was held at _____ AM/PM, on _____, 20____, at _____ [address]. Directors present were: _____. Those absent were: _____.

On a motion duly made and seconded, it was voted to:

- 1.
- 2.
- 3.

There being no further business to come before the meeting at this time, it was voted to adjourn.

Secretary _____ Date _____

Chairperson _____ Date _____