

CORPORATE RECORD BOOK

Corporate Name: _____ State of Incorporation: _____

I. Articles of Incorporation

Filed with the State of Incorporation: _____

Date of Filing: _____ Document Number: _____

II. Bylaws

Date Adopted: _____

III. Shareholders

Shareholder Name: _____

Number of Shares Owned: _____

Share Certificate Number: _____

IV. Board of Directors

Director Name: _____

Position: _____ Term Length: _____

V. Meeting Minutes

Record all corporate meeting minutes here, including shareholder and board meetings. Each entry must contain the date, attendees, motions, and resolutions.

VI. Corporate Resolutions

Record all resolutions adopted by the Board of Directors or Shareholders that affect corporate governance, business decisions, or authorize actions.

VII. Stock Ledger

Maintain a complete and accurate ledger of all issued shares, transfers, and cancellations, including dates and parties involved.

VIII. Officers

Officer Name: _____

Position: _____

IX. Corporate Seal

Description and imprint of the corporate seal used for official documents and resolutions.

X. Registered Agent Information

Name: _____

Address: _____

Phone: _____

XI. Tax Identification Numbers

Federal EIN: _____ State Tax ID: _____

XII. Miscellaneous Corporate Records

Any other documents pertinent to the corporate records, including contracts, licenses, permits, and correspondence.

This Corporate Record Book is maintained in accordance with the laws of the United States and the applicable State of Incorporation. All records contained herein are true, correct, and complete to the best knowledge of the corporation's officers and directors. The corporation shall keep this book available for inspection by its shareholders and authorized agents as required by law.

Corporate Secretary's Signature

President's Signature

Signature: _____

Signature: _____

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