

**ANNUAL INFORMATION SHEET**

- 1. Name of Corporation:
- 2. Names and addresses of directors to be elected for the coming year:

Names:

Addresses:

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- 3. Names and addresses of officers to be elected for the coming year:

Office/Name:

Address:

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Chairman

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President

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Vice Pres

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Secretary

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Treasurer

- 4. Bonuses paid during the past fiscal year:

Name:

Amount:

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\$

\_\_\_\_\_ \$

\_\_\_\_\_ \$

5. Over the course of the last fiscal year, were there any major changes in the policy of the corporation or its purposes? If so, please give details:

6. If the corporation has entered into any real property leases or leases of equipment during the recent fiscal year for which no minutes were executed, please provide us with a copy of each lease.

7. If during the recent fiscal year the corporation has made a loan to an officer, shareholder, or director, or if a loan has been made to the corporation by any such individuals, and minutes have not been executed to memorialize the same, please provide us with the details:

Loan Payable to/From:                      Amount:                      Date:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

8. If any stock has been issued, redeemed, or sold by the corporation during the recent fiscal year, and if no minutes have been executed to reflect such transactions, please provide us with the details.

Shareholder                                      Number of Shares:                      Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. If the corporation has adopted insurance or other employee benefit programs for which no minutes have been executed, please provide us with details:

Type of Benefit:                                      Effective Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. If the corporation has made major purchase of equipment, land, buildings, or other items, or if the corporation has borrowed or loaned money, and if no minutes have been executed to elect such transactions, please provide us with details:

11. If there are any other items that you think are of significance and should be incorporated in the minutes, please state the details:

12. If there have been any salary changes for corporate officers, please state the officer's name, the former salary, the new salary, and the effective date of the change:

<u>Name:</u>	<u>Former Salary:</u>	<u>New Salary:</u>	<u>Effective Date:</u>
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	

13. If the corporation has a profit/pension plan, please state the amount and date of any contributions to the plan:

<u>Type of Plan:</u>	<u>Amount:</u>	<u>Date:</u>
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	

14. If the corporation has a stock purchase agreement that requires a periodic evaluation of stock, please state the current aggregate value, the value per share, and the effective date of such evaluation.

<u>Current Aggregate Value:</u>	<u>Value per Share:</u>	<u>Effective Date:</u>
\$ _____	\$ _____	

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_