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Corporate Records Handbook, The: Meetings, Minutes & Resolutions



Synopsis

Keep your corporate status 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 corporation's legal life and The Corporate Records Handbook provides all the instructions and forms you need to prepare them. Minutes forms include: Notice of Meeting Shareholder Proxy Minutes of Annual Shareholders' Meeting Minutes of Annual Directors' Meeting Waiver of Notice of Meeting, and Written Consent to Action Without Meeting. You'll also find more than 75 additional resolutions which let you: elect S corporation tax status borrow or lend money adopt pension and profit-sharing plans authorize bank loans authorize a corporate line of credit set up employee benefit plans purchase or lease a company car amend articles and bylaws and more! This book has downloadable interactive forms.

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