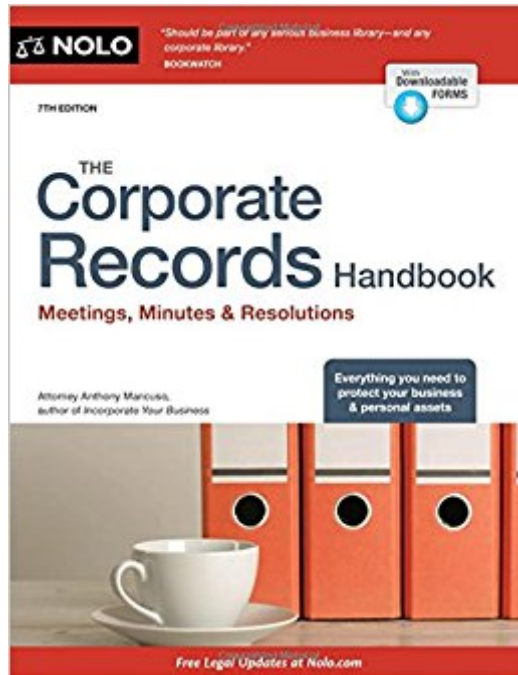


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# Corporate Records Handbook, The: Meetings, Minutes & Resolutions



## 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.

## Book Information

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## Customer Reviews

"This practical guide gives step-by-step instructions plus the legal forms to be filled out and filed to keep corporate status." Orange County Register "Should be a part of any serious business library -- and any corporate library."Bookwatch "Mancuso presents readers with the seventh edition of his comprehensive guide to the keeping of corporate records. The author covers corporate documents and the law; how to keep minutes, and record written consent, and other corporate actions; how to

prep for corporate meetings; how to hold a directorâ€™s or shareholderâ€™s meeting; preparing minutes for various types of meetings; action by written consent; conflict of interest resolutions; resolutions for loans to insiders; fringe benefits and reimbursement resolutions; and a wide variety of other related subjects." Eithne O'Leyne Editor, ProtoView

Meeting minutes are the paper trail of your corporation's legal life, so it's essential to know when and how to prepare these minutes. Keeping proper meeting and corporate records will help your business stay organized and legal. This book has all the forms and instructions you need to keep required business records, prepare meeting minutes, and maintain your IRS status.

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