

Annual Minute Book Questionnaire

Name of Company

1. What is your current principal Business Address: _____

2. Has your company name changed? If so, please specify new name and when change took effect: _____

3. Is your company operating under any assumed names? If so, list counties where assumed name certificates are filed: _____

4. Has your company changed its registered office address or its designation of a registered agent? If so, please provide: _____

5. Are there any new member/shareholders? If so, please complete the following:
 - A. Name, address, phone, and fax number of new member/shareholder:
(If more space is needed, please attach an extra sheet.)

 - B. Amount of shares purchased or member's contribution: _____
 - C. Price paid per share: _____
 - D. Date of purchase/contribution: _____
6. Any change in your By-Laws or Regulations? If so, please detail: _____

7. Did the company purchase or sell any significant asset during the past year? If so, please complete the following:
 - A. Full description of asset sold/purchased (include legal description of real estate): _____

 - B. Amount of sale/purchase: _____
 - C. Date of sale/purchase: _____
 - D. Name and address of purchaser/seller: _____

(Attach a copy of all sale/purchase documentation.)

8. Were there any other "Major Decisions" (as set forth below) done or made in the past year? Please check each one that applies. (Please attach a copy of all documentation relevant to the specific decision.)

_____ (a) A borrowing of money (of whatever amount) and any financing or refinancing (whether interim, permanent or otherwise) for which the company and/or its assets are liable;

_____ (b) The approval of any tax election which adversely affects an owner/member;

_____ (c) The voluntary dissolution and/or termination of the Company;

_____ (d) Any act inconsistent with the Regulations or Bylaws;

_____ (e) Any act which would make it impossible to carry on the business of the company;

_____ (f) Making, executing, or delivering any general assignments for the benefits of creditors, or any bond, guaranty, indemnity bond, or surety bond;

_____ (g) The assignment, transfer, pledge, compromise, or release of any claim of the Company except for full payment, or consent to the arbitration of any of the company's disputes or controversies;

_____ (h) The confession of a judgment or settlement of any litigation;

_____ (i) The making, executing, or delivering for the company any bond, mortgage, deed of trust, guarantee, indemnity bond, surety bond, or accommodation paper or accommodation endorsement;

_____ (j) The entering into any partnership agreements or joint venture agreements in the capacity of general partner or a joint venturer;

_____ (k) The entering into any contract or agreement that is out of the ordinary course of business of the company or which requires an expenditure or commitment of funds which the officers/managers do not have authority under the Bylaws or Regulations to make without Board and/or shareholder approval;

_____ (l) Any other act which is not delegated specifically to the officers/managers or another agent of the company in the Bylaws/Regulations.

9. Please list the elected Directors/Managers for the upcoming year (if you need more space, please attach a list):

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

10. Please list the elected officers for the upcoming year (as applicable):

Chairman of the Board: _____

address: _____

phone: _____

fax: _____

President: _____

address: _____

phone: _____

fax: _____

Vice-President: _____

address: _____

phone: _____

fax: _____

Secretary: _____

address: _____

phone: _____

fax: _____

Treasurer: _____

address: _____

phone: _____

fax: _____

Other: _____

address: _____

phone: _____

fax: _____

11. Are any dividends or distributions to be made for the current year? If so, please state:

Total Amount: _____

Amount per Member/Shareholder: _____

Date of Dividend/Distribution: _____

12. Any material change in the stated character of the business of the company? Please explain: _____

13. Any special meeting of officers, directors, owners/members held during the year? If so, please state:

A. Who called meeting(include title):_____

B. Date of Meeting:_____

C. Persons in attendance:_____

D. Specific matters discussed:_____

E. If voting occurred, give exact matter voted on, and result of vote:_____

14. Any other information that you may deem relevant to preparation of annual minutes for your company:_____

15. This questionnaire has been completed by:

Name:_____

Title:_____

Address:_____

Phone:_____

Fax:_____

Date:_____