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## CORPORATE COMPLIANCE CENTER 2740 FULTON AVE STE 203 SACRAMENTO CA 95821-5183

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CORPORATE COMPLIANCE CENTER 2740 FULTON AVE., STE. 203 SACRAMENTO, CA 95821-5183 THIS IS NOT A GOVERNMENT DOCUMENT



## INSTRUCTIONS FOR COMPLETING FORM

- 1. <u>BUSINESS INFORMATION SECTION</u> Complete or correct, if necessary the basic information about your non-profit corporation contained in this section. Provide the correct name and principal executive office address of the corporation, including city, state and zip code information. Also, provide the name of a contact person at the corporation so that we may contact that person if we have any questions concerning your corporation or the information you provide on the form. Provide phone and fax numbers, and if available, an e-mail address for the contact person listed.
- 2. <u>OFFICERS SECTION</u> In the spaces provided on the form, please list the names of the persons who will serve as the officers of the corporation. Include officer names in the spaces provided even if the officers are also serving as directors of the corporation. The same person may serve in any or all of the officer positions indicated <u>except that the President cannot serve as Secretary or Treasurer in a Public Benefit or Religious corporation</u>. All non-profit corporations are required to have a President/CEO, Treasurer/CFO and Secretary. Please complete these spaces with the names of the persons who will serve in these capacities. If you do not have a vice president, please indicate that by writing "none" or "n/a" in the space provided. If your non-profit corporation has additional officers, please attach their names and positions on a separate sheet of paper and return it with your form.
- 3. <u>DIRECTORS SECTION</u> All corporations must have the number of directors stated in the Articles of Incorporation or Bylaws. Please complete the required spaces on the form for directors. If you require more space or have more than eight directors, please attach the additional directors' names on a separate sheet of paper and return it with your form. Include director names in the spaces provided even if the directors are also serving as officers of the corporation. All directors will serve a 1 year term unless your corporation authorizes a longer term in its Articles or Bylaws and you designate a longer term. (*Please note the term cannot be longer than 4 years for mutual benefit corporations with members*, 6 years for mutual benefit corporations without members, 3 years for public corporations with members and 6 years for public benefit corporations without members.)
- 4. <u>PURPOSE SECTION</u> All non-profit corporations are formed according to the purpose stated in the Articles. In California, the purpose will be for **religious** reasons, **public or charitable** purposes or for any other lawful **mutual benefit** purpose, like homeowners or trade association purposes. Please check the appropriate box on the front of the form regarding purpose.
- 5. <u>MEMBERS SECTION</u> Unless the Articles or Bylaws provide for members, a California non-profit corporation will have no members. Check the appropriate box on the front of the form regarding number of members. If you are not sure whether your non-profit corporation has members, review the corporation's Articles of Incorporation and Bylaws to determine if any reference to members is made in those documents. If not, then the corporation has no members and you should check the box indicating no members. If the Articles or Bylaws do provide for members, then check the box indicating that the corporation has members.
- 6. <u>COMPLETING THE FORM</u> Please complete all the requested information on the form. If necessary, attach a separate sheet of paper. By responding by the date indicated on the front of the form, you ensure we have enough processing time to prepare the required documents and forward them to you. Corporate Compliance Center is a division of Compliance Filings, Inc., a private, non-governmental business providing corporate services to corporations. We are not affiliated with the Secretary of State or any governmental agency. You may prepare the documents to keep your corporation in compliance with corporate law yourself. Our liability is strictly limited to the amount received by us from you to provide this service. CCC cannot and will not provide any legal advice. If you have legal questions or require legal advice you should contact an attorney licensed to practice law in the State of California who can advise you on matters of California corporate law.

PLEASE PROVIDE THE NAMES FOR DIRECTORS AND OFFICERS ON THE FRONT OF THIS FORM, DETAIL AND RETURN THIS PORTION WITH YOUR CHECK FOR THE PROCESSING FEE MADE PAYABLE TO:

CORPORATE COMPLIANCE CENTER 2740 FULTON AVENUE, SUITE 203 SACRAMENTO, CALIFORNIA 95821



## CORPORATE COMPLIANCE CENTER ANNUAL MINUTES COMPLIANCE NOTICE

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Secretary of State No.:02573710 CCC File No. 1349682CAN1

RETURN BY 6/2/08 TO ALLOW ADEQUATE PROCESSING TIME

California Law Annual Minutes Requirements. CA Corp. Code sections 5510, 7110, Et. Seq. requires non-exempt California corporations to keep minutes of member, director and director committee proceedings.

Consequence of Non-Compliance. Failure to comply with these statutes is a factor courts may consider that can result in personal liability of corporation members for corporation debts and obligations without limit to amount as a result of alter ego liability.

Complete and Return the Form Below so that CCC can prepare the documents to meet the terms of the Annual Minutes Requirements of CA Corp. Code §5510, 7710, Et. Seq.

Make Your Check for \$120.00 Payable to CCC. It is important we receive your response by 6/2/08 to ensure the timely preparation of your Annual Minutes. You should receive your Certificate of Minutes within 3 weeks of sending your form.

## (916) 480-9006 \* Return this form with your check and mail to us in the enclosed envelope. \*

BUSINESS INFORMATION (COI	IPLETE/MAKE CHANGES WHERE NECESSARY (PRINT OR TYPE))
Business Name & Principal Office Street Address	City State Zip Code
	FAIR PLAY MO 65649-9280
Person To Contact  E-mail	Telephone (With Area Code)  FAX (With Area Code)  ( )
OFFICERS - NAMES OF ALL OFFICERS, INCLUDING OFFICERS WHO ARE DIRECTORS	DIRECTORS - NAMES OF ALL DIRECTORS, INCLUDING DIRECTORS WHO ARE ALSO OFFICERS
PRESIDENT/CEO (Required Position)	DIRECTOR #1 NAME (Required Position)
VICE-PRESIDENT (Optional Position)	DIRECTOR #2 NAME (Required if there are 2 Shareholders)
SECRETARY (Required Position)	DIRECTOR #3 NAME (Required if 3 or more Shareholders)
TREASURER/CFO (Required Position)	DIRECTOR #4 NAME (Optional Position)
Purpose (Check only ine) Public or Charitable Purpose [ ] Any lawful mutual benefit purpose [ ]	DIRECTOR #5 NAME (Optional Position)
MEMBERS (Check Only One) This Corporation Has No Members [ ] The Articles/Bylaws Provide for Members [ ]	DIRECTOR #6 NAME (Optional Position)
RETURN BY 6/2/08 TO ALLOW ADEQUATE PROCESSING TIME.	DIRECTOR #7 NAME (Optional Position)
If additional space is needed for director names, please attached a separate sheet of paper.	DIRECTOR #8 NAME (Optional Position)
CA B&P CODE SEC 17533.6. THIS SERVICE HAS NOT BEEN AP BY ANY GOVERNMENT AGENCY, AND THIS OFFER IS NOT B AGENCY OF THE GOVERNMENT. THIS IS NOT A BILL. THIS I ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATES	AMOUNT ENCLOSED

RETURN THIS FORM NO LATER THAN 6/2/08 TO ENSURE TIME FOR PROCESSING. CORPORATE COMPLIANCE CENTER, 2740 FULTON AVE., SUITE 203, SACRAMENTO, CA 95821 (916) 480-9006