**ANNUAL MINUTES**

**INSTRUCTIONS**

To : JAY CHAUHAN   
Barrister and Solicitor   
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PLEASE COMPLETE THE ANNUAL MINUTES AS SET OUT BELOW;

1. Name of Corporation:

2. Annual minutes are to be prepared for the year:   
  
3. The change of address of Directors is as follows, if any:

Name of Director:

New address:

4. The dividends declared are in the amount of CAD$\_\_\_\_\_\_\_\_ for the fiscal year ending

5. Other changes, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**President or Secretary**

**Name:**

Please attach additional pages as necessary.

I understand that this document has been developed for the purpose of organizing the information necessary for my matter. I understand that by filling out this form I have not retained your services. Until I have signed a Retainer Agreement pursuant to the above matter, the Law Office of Jay Chauhan is not obliged to advise or act on my matter. I understand that I can send this document by fax, email or other means but **only** if instructed to do so by your office. I understand that some of the information contained may be confidential, and should I send this to your office without instruction to do so, I cannot hold you liable by any means.