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The Corporate Records Handbook provides all the forms and instructions you need to keep records, prepare meeting minutes, and maintain your IRS status, including: Notice of Meeting; Minutes for Shareholders and Directors Meetings; Director Conflict of

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#### The Corporate Records Handbook -Meetings, Minutes

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Overview. Keep your corporate status—and avoid personal liability. Incorporating your business is an important first step in obtaining limited liability status. To keep

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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.

The Corporate Records Handbook: Meetings, Minutes

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elcome to the New

York Department of State's Division of Corporations, State Records and Uniform Commercial Code. The Division examines, files, and maintains numerous documents vital to business and state government including state and local laws, oaths of office, trademarks, certificates of incorporation, and Uniform Commercial Code Article 9

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shareholder and director meetings. Meeting minutes form the primary paper trail of a...

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Knowing how long you need to keep records is important. Take a look at our Document Retention Best Practices & State Guidelines to learn Page 23/29

more. 800-359-3456 Handbook The

Document Retention Best Practices & State Guidelines (a) Each corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its shareholders, board and executive committee, if any, and shall keep at the office of the corporation in this state or at the

office of its transfer agent or registrar in this state, a record containing the names and addresses of all shareholders, the number and ...

New York Consolidated Laws, Business Corporation Law -BSC ...

A corporate kit usually contains a corporate seal, blank stock certificates and forms Page 25/29

for the adoption of bylaws and recording the minutes of meetings. Rather than composing their own forms, some may find it easier to use the preprinted forms provided in a corporate kit.

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