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# Corporate Records Handbook, The: Meetings, Minutes Resolutions

*Anthony Mancuso*

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**Anthony Mancuso : Corporate Records Handbook, The: Meetings, Minutes Resolutions** before purchasing it in order to gage whether or not it would be worth my time, and all praised Corporate Records Handbook, The: Meetings, Minutes Resolutions:

Keep your corporation valid in the eyes of the IRS and courts.If you've taken the time to turn your business into a corporation, chances are you'd like to see it stay that way. Your business card may say "incorporated," but if the courts and the IRS think differently, it's closing time. Meeting minutes are the primary paper trail of your corporation's legal life, so it's essential to know when and how to prepare these minutes.The Corporate Records Handbook provides all the forms and instructions you need to stay legal, including: Call of Meeting Meeting Participant List Notice of Meeting Certification of Mailing Acknowledgment of Receipt of Notice of Meeting Shareholder Proxy Meeting Summary Sheet Minutes of Annual Shareholders' Meeting Minutes of Special Shareholders' Meeting Minutes of Annual Directors' Meeting Minutes of Special Directors' Meeting Waiver of Notice of Meeting Approval of Corporate Minutes by Directors of Shareholders Cover Letter for Approval of Minutes of Paper Meeting Written Consent to Action Without MeetingThe Corporate Records Handbook gives you the forms you need to keep required records, plus more than 75 additional resolutions to insert into your minutes. This edition has been updated to reflect the latest

changes in the law. Forms are available to download at [nolo.com](http://nolo.com).