



MINUTE BOOK

Companies must maintain a Minute Book by law. This must be kept at the Registered Office. Typically, a minute book will contain:

- Director's Resolutions
- Shareholder's Resolutions
- Share Certificates
- Annual Returns
- Director's & Shareholders Registers
- Notices filed with the Registrar
- Articles and Bylaws of the Company
- Certificate of Incorporation
- Mortgage Disclosures

OTHER SERVICES WE OFFER

We are able to prepare and complete a Minute Book for you Company as well as maintain the Minute Book in our offices. Clients can retain The Licensing Company to act as their Registered Office, wherein your corporation will not only be professionally represented in Alberta, but will also be monitored to ensure that all corporate filings are maintained in a timely manner.

***For further inquiries or to have The Licensing Company act as your company's Registered Office, please contact us:**

Ph: 403-299-2373

Email: corporate@thelicensingco.com

Minute Book Order

Company Name	
Contact Name	
Phone Number	
Fax Number	
Email	
Signature	

Officers

	Full Name	Full Address
President		
Secretary		
Treasurer		

Shareholders (Full Names & Addresses)

Class of Shares	# of Shares	\$ Per Share	Full Name & Full Address
Example: Class A Voting	100	\$1.00	