VIL BUSINESS OF FICE 17 CENTRAL DIVISION EDMUND G. BROWN JR. 1 Attorney General of the State of California 09 OCT -8 AM 10: 1 i FRANCES T. GRUNDER Senior Assistant Attorney General 3 CATHERINE Z. YSRAEL WDIEĞO COUNTY. LA Supervising Deputy Attorney General HOWARD WAŶNĚ, [State Bar No. 54773] 4 Deputy Attorney General 5 California Department of Justice 110 West A Street, Suite 1100 San Diego, California 92101 6 P.O. Box 85266 7 San Diego, California 92186-5266 Telephone: (619) 525-4244 Facsimile: (619) 645-2012 8 9 Attorneys for Plaintiff People of the State of California 10 11 SUPERIOR COURT OF THE STATE OF CALIFORNIA COUNTY OF SAN DIEGO 12 13 Case No.: 37-2009-00100036-CU-MC-CTL 14 THE PEOPLE OF THE STATE OF CALIFORNIA, 15 COMPLAINT FOR CIVIL Plaintiff, PENALTIES, INJUNCTION, OTHER 16 **EQUITABLE REMEDIES AND** COSTS ٧. 17 ANTHONY E. WILLIAMS; HELENA VERIFIED ANSWER REQUIRED 18 MARTELL-WILLIAMS; ENEQUE, INC.; and (Code Civ. Proc., § 446, subd.(a)) DOES 1-20 inclusive: NO FEE PURSUANT 19 TO GOVERNMENT CODÉ Defendants. 20 SECTION 6103. 21 2.2. The PEOPLE OF THE STATE OF CALIFORNIA, by and through Edmund G. Brown Jr., 23 Attorney General of the State of California, allege the following on information and belief: 24 **DEFENDANTS** 25 Defendant ANTHONY E. WILLIAMS is an individual who is the Chief Executive 26 Officer, Chief Financial Officer, President, Secretary, Director and Agent for Service of Process 27 of ENEQUE, INC. As such, he has controlled, managed and operated this business and, at the 28 time of the violations alleged, was a resident of California.

COMPLAINT FOR CIVIL PENALTIES, INJUNCTION, OTHER EQUITABLE REMEDIES AND COSTS

- 2. Defendant HELENA MARTELL-WILLIAMS is an individual who is the Secretary of ENEQUE, INC. As such, she has controlled, managed and operated this business and, at the time of the violations alleged, was a resident of California.
- 3. Defendant ENEQUE, INC. is a California corporation that does business in, among other places, the County of San Diego, State of California. ENEQUE, INC. has done business under the fictitious business name "Compliance Annual Minutes Board."
- 4. Plaintiff is not aware of the true names and capacities of the Defendants sued as DOES 1 through 20, inclusive, and therefore sues these Defendants by fictitious names. Each of these fictitiously named Defendants is responsible in some manner for the violations of law alleged in this Complaint. Plaintiff will amend this Complaint to add the true names of the fictitiously named Defendants once they are discovered. Whenever reference is made in this Complaint to Defendants, this reference shall include DOES 1 through 20, inclusive.
- 5. At all times mentioned, each of the Defendants acted as the principal, agent or representative of each of the other Defendants, and in doing the acts herein alleged, each Defendant was acting within the course and scope of the agency relationship with each of the other Defendants, and with the permission and ratification of each of the other Defendants.
- 6. At all times mentioned, each of the Defendants knew or realized that the other Defendants were engaging in or planned to engage in the violations of law alleged in this Complaint. Knowing or realizing that other Defendants were engaging in such unlawful conduct, each of the Defendants nevertheless facilitated the commission of those unlawful acts. Each of the Defendants intended to and did encourage, facilitate or assist in the commission of the unlawful acts alleged in this Complaint, and thereby aided and abetted the other Defendants in the unlawful conduct.
- 7. Defendants have engaged in a conspiracy, common enterprise and common course of conduct, the purpose of which is and was to engage in the violations of law alleged in this Complaint. The conspiracy, common enterprise, and common course of conduct continue to the present.

- 8. Whenever reference is made in this Complaint to any act of Defendants, this reference shall mean that each of the Defendants acted individually and jointly with the other Defendants named in that course of action.
- 9. The violations of law alleged have been and are being carried out within San Diego County and elsewhere in California.

BUSINESS PRACTICES OF DEFENDANTS

- 10. In conducting their business, Defendants, using their fictitious business name "Compliance Annual Minutes Board," mail illegal and untrue or misleading solicitations to California corporations. Defendants cause to be sent to corporations throughout California official-looking forms that imply that the recipient business has to complete the form and return it to Defendants with the payment of an "Annual Fee" of \$150, or else risk loss of its corporate status. Defendants further imply payment is mandatory and that their form is official and originates with a governmental entity by setting out on the front page of the form the following:
 - A. an official-looking seal;
 - B. a "Corporation Number";
 - C. a "NOTICE DATE";
 - D. a "REPLY BY" date; and
 - E. a statement, which appears in the top third of the form that "[f]ailure to comply with certain requirements could cause your corporation to lose its limited liability status (Pierced Veil) [sic]. If so, personal liability or exposure to tax agencies, or creditors, could possibly be put on directors and shareholders for failing to document formalities."
- (A sample of this solicitation is attached to this Complaint as Exhibit 1, and is incorporated by reference as though set forth in full.)
- 11. On the second page of the form, Defendants further imply that the form is official and originates with a governmental entity by setting out on that page:
 - A. citations to provisions of the California Corporations Codes that require corporations to maintain minutes;

B. A statement that:

"Proper Corporate Minutes can save your business from possible dissolution and/or bankruptcy. Once your business has been discredited, it can lose its legal protections, deductions and its very status as a corporation."

- C. The statement: "FEE: \$150 should be submitted for processing and fulfillment of the Annual Minutes for your corporation."

 (Exhibit 1.)
- 12. Only at the bottom of the first page of some of their solicitations, below references to the Corporations Code, in a font that is the smallest printing on the page, is a disclaimer that "This Product or Service Has Not Been Approved or Endorsed by Any Government Agency And This Offer is Not Being Made By An Agency of The Government." Later in this paragraph, in similarly small font, is the disclaimer "This Is A Solicitation For The Order Of Services, And Not A Bill, Invoice Or Statement Of Account Due. No Obligation To Make Any Payments; Unless You Accept This Offer." (Exhibit 1.) These disclaimers fail to comply with the disclosure requirements of Business and Professions Code section 17533.6 and Civil Code section 1716, in that the first disclaimer is not contrasted by typography layout or color with other printing on the page, and the second disclaimer is not, *inter alia*, in at least 30-point font size.
- 13. In some solicitations, Defendants fail to include any disclaimer that their form is a solicitation and that the offer is not being made by any agency of the government or that their form is not a bill, invoice, or statement of account due. (A sample solicitation is attached to this Complaint as Exhibit 2, and is incorporated by reference as though set forth in full.)
- 14. Defendants represent that in exchange for payment they will prepare corporate minutes. In fact, the information sought on Defendants' forms is not adequate to prepare minutes. Instead, Defendants provide fictitious generic minutes that reflect meetings that never took place, at dates and places unrelated to any actual meeting, and set forth actions that were not taken.

FIRST CAUSE OF ACTION

VIOLATION OF CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 17533.6

- 15. Paragraphs 1 through 14 of this Complaint are incorporated here as though set forth in full.
- 16. Beginning at an exact time unknown to Plaintiff, but within three years preceding the filing of this Complaint, Defendants engaged in and continue to engage in violations of Business and Professions Code section 17533.6 in that, even though they are not a governmental agency, they have sent the mailings described above that solicit payments and utilize a term or symbol that reasonably could be construed as implying a governmental connection without complying with the provisions of section 17533.6. Among other things, Defendants' solicitations:
 - A. Contain an official-looking seal;
 - B. Utilize a "Corporation Number";
 - C. Use the phrase "NOTICE DATE";
 - D. Set out a "REPLY BY" date;
 - E. The forms denominate the payment required as a "FEE" and an "Annual Fee";
 - F. Represent that the FEE should be submitted for processing and fulfillment of the Annual Minutes of the recipient corporation; and
 - G. The forms do not bear on their face, in conspicuous type, in contrast by typography, layout or color with other printing on its face, the notice:

 "THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR
 ENDORSED BY ANY GOVERNMENT AGENCY, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT," as required by section 17533.6.

SECOND CAUSE OF ACTION

VIOLATION OF CIVIL CODE SECTION 1716

17. Paragraphs 1 through 14 of this Complaint are incorporated herein as though set forth in full.

2.2.

18. Beginning at an exact time unknown to Plaintiff, but within three years preceding the filing of this Complaint, Defendants solicited the payment of money from another by means of a written statement or invoice or writing that reasonably could be considered a bill, invoice or statement of account due, but was in fact a solicitation for an order, without complying with the provisions of Civil Code section 1716, subdivisions (b) through (f), inclusive.

THIRD CAUSE OF ACTION

UNTRUE OR MISLEADING REPRESENTATIONS IN VIOLATION OF BUSINESS AND PROFESSIONS CODE SECTION 17500

- 19. Paragraphs 1 through 14 of this Complaint are incorporated herein as though set forth in full.
- 20. Beginning at an exact time unknown to Plaintiff, but within three years preceding the filing of this Complaint, Defendants, with the intent to induce members of the public to purchase their services, made or caused to be made untrue or misleading representations before the public in California, in violation of Business and Professions Code section 17500. These misrepresentations include, but are not limited to, the following:
 - A. Representing, directly or indirectly, that payment to Defendants is mandatory for corporations to retain their corporate status.
 - B. Representing, directly or indirectly, that Defendants' solicitations are from a governmental entity.
 - C. Representing, directly or indirectly, that the minutes Defendants promise to prepare will bring a corporation into compliance with law and prevent either the piercing of the corporate veil or the loss of protection against individual liability.

FOURTH CAUSE OF ACTION

VIOLATION OF CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 17200

21. Paragraphs 1 through 20 of this Complaint are incorporated herein as though set forth in full.

- 22. Beginning at an exact time unknown to Plaintiff, but within four years preceding the filing of this Complaint, Defendants have engaged in and continue to engage in the following, among other, acts of unfair competition as defined in Business and Professions Code section 17200:
 - A. Defendants have violated Business and Professions Code section 17533.6, a set forth in paragraph 16.
 - B. Defendants have violated Civil Code section 1716, as set forth in paragraph 18.
 - C. Defendants have violated Business and Professions Code section 17500, as set forth in paragraph 20.

RELIEF REQUESTED

Plaintiff prays for judgment as follows:

- 1. For an order, under the authority of Business and Professions Code section 17535, permanently restraining and enjoying all Defendants, personally and through their successors, agents, representatives, employees, and all persons who act in concert with them from making any untrue or misleading statements in violation of Business and Professions Code section 17500, including the untrue or misleading statements alleged in the Third Cause of Action.
- 2. For an order, under the authority of Business and Professions Code section 17203, permanently restraining and enjoining all Defendants, personally and through their successors, agents, representatives, employees, and all persons who act in concert with them from any acts of unfair competition, including the violations alleged in the Fourth Cause of Action.
- 3. For an order, under the authority of Business and Professions Code sections 17203 and 17535, permanently restraining and enjoining Defendants personally and through their successors, agents, representatives, employees, and any and all other persons who act in concert with, under, by, through, or on behalf of Defendants, be permanently restrained and enjoined from:
 - A. Violating Business and Professions Code section 17533.6.
 - B. Soliciting the purchase of or payment for any product or service and

utilizing a term or symbol that reasonably could be construed as implying a governmental connection by, but not limited to:

- (1) using a form that resembles an official state or federal form; or
- (2) using an official-looking seal; or
- (3) using a "Corporation Number"; or
- (4) using an official-sounding name such as, but not limited to "Compliance Annual Minutes Board"; or
- (5) implying that payment is mandatory, such as, but not limited to, using a "notice date" or "reply by" date by which payment is due, or describing the payment as a "Fee" or "Annual Fee"; or
- (6) implying that the recipient of a solicitation is required to fill out a form in order to retain corporate status or to remain in compliance with the law such as, but not limited to, stating that the recipient must return the form and payment for "processing and fulfillment of the Annual Minutes for your corporation."
- C. Making any written solicitation for the purchase of or payment for any product or service that could reasonably be construed as implying a governmental connection without including on the front side of any such paper, in conspicuous and legible type of not less than twice the point-type of the next largest printing on the page, in boldface capital letters, in contrast by typography, layout or color with other printing on its face, the notice "THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENT AGENCY, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT." This notice shall be displayed conspicuously apart from other print on the page, and shall not be preceded, followed, or surrounded by words, symbols or other matter, including matter that introduces, modifies, qualifies or explains the required text, such as, but not limited to, "legal notice required by law."
- D. Representing that Defendants' product or service will serve to meet the statutory requirement for the maintenance of corporate minutes or will, in any

way, protect or tend to protect individuals from liability that may arise from failing to maintain such minutes, unless the minutes are accurate and actually will protect the individuals from liability that may arise from failing to maintain corporate minutes.

- E. Soliciting payment of money by means of any writing that reasonably could be considered a bill, invoice or statement of account due, which is in fact, a solicitation for an order, without complying with the requirements of Civil Code section 1716, subdivisions (b) through (f), including the requirement that the statutory notice or disclaimer be displayed in conspicuous boldface capital letters and shall be at least as large, bold and conspicuous as any other print on the face of the solicitation and in no smaller than 30-point type.
- 4. For an order, under the authority of Business and Professions Code section 17206, that Defendants, jointly and severally, be assessed a civil penalty of \$2,500 for each violation of Business and Professions Code section 17200 as proven at trial, but in an amount not less than \$250,000.
- 5. For an order, under the authority of Business and Professions Code section 17536, that Defendants, jointly and severally, be assessed a civil penalty of \$2,500 for each violation of Business and Professions Code section 17500 as proven at trial, but in an amount not less than \$250,000.
- 6. For an order, under the authority of Civil Code section 1716, subdivision (h), that Defendants, jointly and severally, be assessed a civil penalty of \$10,000 for each violation of Civil Code section 1716 as proven at trial, but in an amount not less than \$500,000.
- 7. That Plaintiff have such other and further relief as the nature of the case may require and the Court deems proper, including an order that Defendants make full restitution of all money or other property that they may have acquired by their violations of Business and Professions Code sections 17200, et seq., and 17500, et seq., as proven at trial, but in an amount not less than \$250,000

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1	8. That Plaintiff recover its costs.	
2	Dated: October 8, 2009	Respectfully Submitted,
3 .		EDMUND G. BROWN JR. Attorney General of California
4 5		FRANCIS T. GRUNDER Senior Assistant Attorney General
6		CATHERINE Z. YSRAEL Supervising Deputy Attorney General
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9		HOWARD WAYNE Deputy Attorney General
10		Attorneys for Plaintiff People of the State of California
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EXHIBIT 1



COMPI ANCE ANNUAL MINU S BOARD

DIRECTORS AND SHAREHOLDERS INSTRUCTION FORM

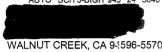
Annual Fee \$150

CORPORATION NUMBER #:

NOTICE DATE: 6 / 04/ 09

REPLY BY: June 15, 2009

NAME OF CORPORATION: (Please correct any changes that apply)
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Maintaining records is vital to the existence of all corporations; in particular the recording of shareholder and director meetings. Failure to comply with certain requirements could cause your corporation to lose its limited liability status (Pierced Veil). If so, personal liability or exposure to tax agencies, or creditors, could possibly be put on directors and shareholders for failing to document formalities. Complete the instruction form by providing the following candidate names for the position listed and submit with the proper fee within 10 days to avoid a delay of our preparation and fulfillment of Annual Minutes for your corporation. COMPLIANCE ANNUAL MINUTES BOARD provides corporations with minutes in order to keep compliance with applicable laws and regulations. PLEASE MAIL THIS FORM AND PAYMENT OF \$150 TO: COMPLIANCE ANNUAL MINUTES BOARD BUSINESS PROCESSING DIVISION P.O. BOX 6202 MURRIETA, CA 92564. For Questions? Please, Call: (866) 390-1176

COMPLETE THE	ADDRESSES	FOR THE	FOLLOWING
PLEASE, PRINT LEG	GIBLE IN BL	UE OR BI	ACK INK ONLY

STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE

CITY / STATE

ZIP CODE

PRINCIPAL LOCATION OF BOOKS, RECORDS, AND MINUTES:

OFFICER SECTION 1> Enter the name and complete business address of an officer of the corporation (President, Secretary and Treasurer). The corporation must have these three officers (Corporations Code 312(a).)

DIRECTOR SECTION 2> Enter the name and complete business or residential address of the corporation's directors; if there are more than three directors please attach additional pages. The corporation must have one or more directors (Corporations Code section 301(a).)

SHAREHOLDER SECTION 3> Enter the name and complete business or residential address of each incumbent shareholder. If there are more than three shareholders please attach additional pages.

SEC.1 >PRESIDENT:		·		
SECRETARY:		,		
TREASURER:				
SEC.2 > DIRECTOR # 1			<i>\$</i>	•
DIRECTOR # 2				•
DIRECTOR # 3				
SEC 3 > SHAREHOLDER : (If applicab	nle)			

SEC.3 > SHAREHOLDER : (If applicable)

SHAREHOLDER: (If applicable)

California Corporations Code Sec 1500, 600, 9510: Is Statutory And Your Corporation Should Comply With Applicable Laws And Regulations For Adequate Record Transfer, Please Print Legible. All Information Will Be Treated As Private And Confidential. Please Allow 30 Days From The Date of Receipt For Complete Processing, Fulfillment, And Mailing of The Annual Minutes For Your Corporation. California B & P Code: 17533.6 This Product or Service Has Not Been Approved or Endorsed By Any Government Agency And This Offer Is Not Being Made By An Agency of The Covernment. Attorneys And Accountants Typically Charge \$200 To 700 For Annual Minutes Preparation. CAMB Prepares Annual Minutes That Meet California Statutory Annual Minutes Requirements For Only \$150. U.S.C. 39 & 3001 (d) This Is A Solicitation For The Order Of Services, And Not A Bill, Invoice Or Statement Of Account Due. No Obligation To Make Any Payments: Unless You Accept This Offer.

By submitting the above corporate information to Compliance Annual Minutes Board, the corporation certifies the information herein, including any attachments, is true and correct.

SIGNATURE OF OFFICER:

TITLE:

DATE:

JUSINESS DIVISION NOTIFICATION

CALIFORNIA CORPORATIONS CODE STATES:

<u>SEC. 9510</u> (A) Each corporation shall keep: (1) Adequate and correct books and records of account. (2) <u>Minutes</u> of the proceedings of its members, board and committees of the board. (3) A record of its members giving their names and addresses and the class of membership held by each. (b) <u>Minutes</u> shall be kept in written form.

SEC. 600 This shall not limit the requirement for holding annual meetings.

Proper Corporate Minutes can save your business from possible dissolution and/or bankruptcy. Once your business has been discredited, it can lose its legal protections, deductions and its very status as a corporation.

Minutes are required regardless of size of company or its board of directors. Both S and C corporations must keep corporate minutes appropriately for compliance with applicable laws and regulations.

<u>SEC.1500</u> Each corporation shall keep adequate and correct books and records of account and shall keep minutes of the proceeding of its shareholders, board and committees of the board and shall keep at its principal executive office, or at the office of its transfer agent or registrar, a record of its shareholders, giving the name and addresses of all shareholders and the number and class of shares held by each. Such minutes shall be kept in written form. Such other books and records shall be kept either in written form or in any other form capable of being converted into written form.

FEE: \$150 should be submitted for processing and fulfillment of the Annual Minutes for your corporation. Submit a single check or money order made payable to Compliance Annual Minutes Board and mail to:

COMPLIANCE ANNUAL MINUTES BOARD BUSINESS DIVISION P.O. BOX 6202 MURRIETA, CA 92564

By submitting the Disclosure Form of Directors and Shareholders to Compliance Annual Minutes Board Business Division. The corporation certifies the information contained herein, including any attachments is true and correct.

Post Office will not deliver without proper postage

Thank You

COMPLIANCE ANNUAL MINUTES BOARD BUSINESS PROCESSING DIVISION P.O. BOX 6202 MURRIETA, CA 92564



COMPLIANCE ANNUAL MINUTES BOARD BUSINESS PROCESSING DIVISION P.O. BOX 6202 MURRIETA, CA 92564

BUSINESS MAIL – IMPORTANT NOTICE ENCLOSED THIS IS NOT A GOVERNMENT DOCUMENT

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PRSTD FIRST CLASS US POSTAGE PAID ANAHEIM, CA PERMIT #514

EXHIBIT 2



COMPLANCE ANNUAL MINUTES BOARD

DIRECTORS AND SHAREHOLDERS

INSTRUCTION FORM

(DOMESTIC STOCK CORPORATIONS) Annual Fee \$150

CORPORATION NUMBER #:

NOTICE DATE: 10/23 / 06

REPLY BY: **NOVEMBER 2, 2006**

NAME OF CORPORATION: (Please correct any changes that apply)



Maintaining records is vital to the existence of all corporations; in particular the recording of shareholder and director meetings. Failure to comply with certain requirements could cause your corporation to lose its limited liability status (Pierced Veil). If so, personal liability or exposure to tax agencies, or creditors, could possibly be put on directors and shareholders for failing to document formalities. Complete the instruction form by providing the following candidate names for the position listed and submit with the proper fee within 10 days to avoid a delay of our preparation and fulfillment of Annual Minutes for your corporation. COMPLIANCE ANNUAL MINUTES BOARD provides corporations with minutes in order to keep compliant with applicable laws and regulations. PLEASE MAIL THIS FORM AND PAYMENT Of \$150 TO: COMPLIANCE ANNUAL MINUTES BOARD BUSINESS PROCESSING DIVISION P.O. BOX 9011 TEMECULA, CA 92589

COMPLETE THE ADDRESSES FOR THE FOLLOWING PLEASE, PRINT LEGIBLE IN BLUE OR BLACK INK ONLY

STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE

CITY / STATE

ZIP CODE

PRINCIPAL LOCATION OF BOOKS, RECORDS, AND MINUTES:

OFFICER SECTION 1> Enter the name and complete business address of an officer of the corporation (President, Secretary and Treasurer). The corporation must have these three officers (Corporations Code 312(a).)

DIRECTOR SECTION 2> Enter the name and complete business or residential address of the corporation's directors; if there are more than three directors please attach additional pages. The corporation must have one or more directors (Corporations Code section 301(a).)

SHAREHOLDER SECTION 3> Enter the name and complete business or residential address of each incumbent shareholder. If there are more than three shareholders please attach additional pages.

SEC.1 > PRESIDENT:

SECRETARY:

TREASURER:

SEC.2 > DIRECTOR # 1

DIRECTOR # 2

SEC.3 > SHAREHOLDER : (If applicable)

DIRECTOR #3

SHAREHOLDER: (If applicable)

California Corporations Code Sec 1500, 600, 9510: IS STATUTORY AND YOUR CORPORATION SHOULD COMPLY WITH APPLICABLE LAWS AND REGULATIONS. FOR ADEQUATE RECORD TRANSFER, PLEASE PRINT LEGIBLE. ALL INFORMATION WILL BE TREATED AS PRIVATE AND CONFIDENTIAL. PLEASE ALLOW 30 DAYS FROM THE DATE OF RECEIPT FOR COMPLETE PROCESSING, FUFILLMENT, AND MAILING OF THE ANNUAL MINUTES FOR YOUR CORPORATION. ATTORNEYS AND ACCOUNTANTS TYPICALLY CHARGE \$200 TO \$700 FOR ANNUAL MINUTES PREPARATION. CAMB PREPARES ANNUAL MINUTES THAT MEET CALIFORNIA STATUTORY ANNUAL MINUTES REQUIREMENTS FOR ONLY \$150 FOR QUESTIONS? PLEASE, CALL (866) 390-1176

By submitting the above corporate information to Compliance Annual Minutes Board, the corporation certifies the information herein, including any attachments, is true and correct.

SIGNATURE OF OFFICER:

TITLE:

DATE:

BUSINESS DIVISION NOTIFICATION

CALIFORNIA CORPORATIONS CODE STATES:

SEC. 9510 (A) Each corporation shall keep: (1) Adequate and correct books and records of account. (2) Minutes of the proceedings of its members, board and committees of the board. (3) A record of its members giving their names and addresses and the class of membership held by each. (b) Minutes shall be kept in written form.

SEC. 600 This shall not limit the requirement for holding annual meetings.

Proper Corporate Minutes can save your business from possible dissolution and/or bankruptcy. Once your business has been discredited, it can lose its legal protections, deductions and its very status as a corporation.

Minutes are required regardless of size of company or its board of directors. Both S and C corporations must keep corporate minutes appropriately for compliance with applicable laws and regulations.

SEC.1500 Each corporation shall keep adequate and correct books and records of account and shall keep minutes of the proceeding of its shareholders, board and committees of the board and shall keep at its principal executive office, or at the office of its transfer agent or registrar, a record of its shareholders, giving the name and addresses of all shareholders and the number and class of shares held by each. Such minutes shall be kept in written form. Such other books and records shall be kept either in written form or in any other form capable of being converted into written form.

FEE: \$150 should be submitted for processing and fulfillment of the Annual Minutes for your corporation. Submit a single check or money order made payable to Compliance Annual Minutes Board and mail to:

> COMPLIANCE ANNUAL MINUTES BOARD BUSINESS DIVISION P.O. BOX 9011 TEMECULA, CA 92589

By submitting the Disclosure Form of Directors and Shareholders to Compliance Annual Minutes Board Business Division. The corporation certifies the information contained herein, including any attachments is true and correct.

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