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Government
of Alberta

MINUTE BOOK ORDER			
COMPANY NAME			
CONTACT NAME			
PHONE NUMBER			
FAX NUMBER			
E-MAIL			
OFFICERS (FULL NAMES & ADDRESSES)			
NAME	ADDRESS		
PRESIDENT			
SECRETARY			
TREASURER			
SHAREHOLDERS (FULL NAMES & ADDRESSES)			
CLASS OF SHARES	# OF SHARES	\$ PER SHARE	FULL NAME & ADDRESS
Example: Class A Voting	100	\$1.00	
<p>MINUTE BOOKS</p> <p>Companies must maintain a Minute Book by law. This must be kept at the Registered Office.</p> <p>Typically a Minute Book will contain:</p> <ul style="list-style-type: none"> • Director's Resolutions • Shareholder's Resolutions • Share Certificates • Annual Returns • Director's & Shareholder's Registers • Notices filed with Registrar • Articles and Bylaws of the Company • Certificate of Incorporation • Mortgage Disclosures <p>OTHER SERVICES WE OFFER</p> <p>We are able to prepare and complete a Minute Book for your Company as well as maintain the minute book in our offices. Clients can retain New Urban Registry 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.</p> <p>*For further inquiries or to have New Urban Registry act as your Company's Registered Office, please contact us at 403-262-9999.</p>			