

Minutes of a Special Shareholders Meeting

Pursuant to notice of meeting, dated _____, a special meeting of shareholders of _____ was held at _____, _____, _____ on _____ at _____.

A quorum of shareholders attended, as shown by the attached roster. Proxies (if any) were examined and admitted as shown by the attached roster.

The meeting was called to order by the meeting's chairman, _____.

The following actions were taken at this meeting:

_____.

There being no further business to come before the meeting the same was adjourned.

Dated: _____

Secretary

Attest: President

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Review List

This review list is provided to inform you about this document in question and assist you in its preparation. This document serves to memorialize actions taken at special meetings of the shareholders. It is wise to circulate this document to all shareholders, attending and non-attending ones, after the meeting is concluded and these minutes approved and signed off on.

1. Make multiple copies. Send one to each shareholder of record; keep one in your corporate minute book.