

## Corporate Records / “Minute Book”

All corporations must keep corporate records. They are often kept in a Minute Book. Records are kept at the registered office.

### SAMPLE: CORPORATE RECORDS / “MINUTE BOOK” CHECKLIST

- All Articles and notices of change.
- By-laws and any amendments (changes) to them.
- Minutes of meetings and resolutions of shareholders.
- Minutes of meetings and resolutions of directors.
- List of directors setting out the name, address, and other job of each person who is or has been a director of the corporation, and the dates that they became and stopped being a director.
- Financial / accounting statements which comply with The Corporations Act.
- Copies of any unanimous shareholder agreement (if you have).
- Copies of all annual returns.
- Register of individuals with significant control.
- List of securities (shares). For each class of shares and series, a log with the following:
  - Names of all current shareholders in alphabetical order with their home address, and
  - Names of all past shareholders in alphabetical order with their home address, and
  - The number of shares held by each shareholder, and
  - The date and details of the issue and transfer of each share.