

SAMPLE: FIRST ANNUAL MEETING OF SHAREHOLDERS CHECKLIST

- Ensure someone is taking notes (the “minutes”).
- Shareholders decide who will be directors.
 - Majority vote
- Shareholders appoint an auditor.
 - Majority vote on who it will be, or everyone agrees not to have one.
- Shareholders approve by-laws.
 - Majority vote can approve a by-law, change a by-law, or reject a by-law.
- Shareholders are shown previous year and current year financial statements and any other information regarding the financial position of the corporation.
- Any other business.
- Minutes of meeting placed in minute book at registered office.