

LLC RECORD TICKLER

LLC name _____ annual meeting date _____ fiscal year ends _____

attention _____ address _____ zip _____

telephone _____ email _____

attorney in charge _____ related LLC's _____

accountants _____ accountant in charge _____

address _____ zip _____ telephone _____ email _____

registered agent _____ address _____ zip _____

telephone _____ email _____

principal members _____

20 _____ 20 _____ 20 _____

Chair/Mgr.

Member

Member

Member

President

Vice Pres.

Secretary

Treasurer

PROCEEDINGS: (check if minutes completed)

Type Key: Annual Action by Members—AAM,		Annual Action by Manager(s)—AMM,		Special Action by Members—SAM,		Special Action by Manager(s)—SAMM,		Committee Meeting—CM.	
Date	Type	Date	Type	Date	Type	Date	Type	Date	Type
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LOCATOR: LLC records sent to: _____ Date _____ Date returned _____

Extra seal in client's office.