



ANNUAL MEETING DISCLOSURE STATEMENT
MINUTES OF DIRECTORS AND SHAREHOLDERS
 DOMESTIC FOR PROFIT CORPORATION

2011

- DOCUMENT FEE \$125 -

NAME OF CORPORATION: NOTICE DATE: 06/14/12 IA-45009

Insured Solutions Construction Cleaning L.L.C.

Des Moines, IA 50315-6540



REQUEST REPLY BY: **JUNE 28, 2012**

DATE INCORPORATED: 6/2/2011

Office Hours: Mon-Fri: 8:00 a.m. - 4:30 p.m.

Business Division: (515) 864-0808

Customer Support: (888) 959-6849

Email: Support@iowacorporatecompliance.com

IOWA CORPORATIONS CODE: SEC 490-1601 (a) A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors, a record of all actions taken by the shareholders or board of directors without a meeting, and a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the corporation. (b) A corporation shall maintain appropriate accounting records. (c) A corporation or its agent shall maintain a record of its shareholders in a form that permits preparation of a list of the names and addresses of all shareholders in alphabetical order by class of shares showing the number and class of shares held by each. (d) A corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.

Maintaining records is vital to the existence of all corporations in particular the recording of shareholder and director meetings. If ever sued and requested by the courts, through a subpoena, or IRS via tax audit, failure to comply with certain requirements could cause your corporation to lose its limited liability status "pierced veil." If so, personal liability or exposure could possibly be put on directors and shareholders for failing to document formalities. *Limited Liability Companies and Non-Profit Organizations*, although treated slightly different than that of other entity types, books and records are highly suggestive for proper corporate maintenance. Companies that do not satisfy certain state requirements may forfeit the limited liability protection provided to owners, and could face administrative dissolution or revocation of the entity status by the state should the integrity of the corporation become questionable. Most states require all corporate entities to maintain books and records of account along with *Annual Meeting Minutes*. Not satisfying the minimum annual filing requirements in a timely manner causes your company to be in "bad standing" in the state. We assist corporations to avoid potential non-compliance with the above provision of maintaining Annual Meeting Minutes. *Please complete legibly, sign, and date the Annual Disclosure Statement form below by providing the following candidate names for the positions listed then submit along with the proper Document Fee of \$125 to ensure the processing and mailing back of your corporate documents in a timely manner.* Mail payment to the following address: Iowa Corporate Compliance Business Services Division 2643 Beaver Ave # 327 Des Moines, IA 50310-3909.

1. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE:	CITY & STATE:	ZIP CODE:
2. MAILING ADDRESS (If different from above address)	CITY & STATE:	ZIP CODE:
3. CHIEF EXECUTIVE OFFICER (Corporation)		
4. CHIEF FINANCIAL OFFICER/		
5. SECRETARY/		
6. DIRECTOR/ (Directors who are also officers)		
7. DIRECTOR/		
8. BUSINESS PHONE: ()	EMAIL: (optional)	LAST MEETING HELD:
9. SHAREHOLDER INFORMATION / (If applicable) – (Attach additional pages if necessary)		
NAME:	MAILING ADDRESS:	# SHARES (Not %):
NAME:	MAILING ADDRESS:	# SHARES (Not %):

WE ARE NOT ATTORNEYS OR ACCOUNTANTS AND DO NOT GIVE LEGAL OR FINANCIAL ADVICE. ALL INFORMATION SUBMITTED IS TREATED PRIVATE AND CONFIDENTIAL.

THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENT AGENCY AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT. THIS IS A SOLICITATION FOR THE ORDER OF GOODS OR SERVICES, OR BOTH, AND NOT A BILL, INVOICE, OR STATEMENT OF ACCOUNT DUE. YOU ARE UNDER NO OBLIGATION TO MAKE ANY PAYMENTS ON ACCOUNT OF THIS OFFER UNLESS YOU ACCEPT THIS OFFER U.S.C. 39 § 3001(d).

BY SUBMISSION, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

NAME OF OFFICER OR AGENT:	TITLE:	SIGNATURE:	DATE:
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