

# CORPORATE RECORDS COMPLIANCE OFFICE

## NOTICE OF ANNUAL MINUTES COMPLIANCE



368 West 23rd St. Apts., Inc.  
 The Corporation  
 368 W 23rd St Apt 4F  
 New York, NY 10011-2227

**Incorporation Date: 5/23/1979**  
**Secretary of State No.: 559147**  
**CRCO File No.: 2484456NYN1**  
**RETURN NO LATER THAN: 05/04/09**

**New York Annual Minutes Requirement.** New York State Business Corporation Law Article Six requires non-exempt New York corporations to hold annual meetings of shareholders for elections of directors and conduct of other business, to appoint one or more inspectors and make a written report of meetings and to keep minutes of meetings of shareholder, directors and officers in written form or in form capable of reduction to written form in a reasonable time.

**Consequences of Non-Compliance.** Failure to comply with such corporate formalities may possibly result in personal liability of the corporation's shareholders, directors and officers for all corporation debts and obligations without limit to amount based upon alter ego liability. CRCO does not and cannot offer legal advice. If you require legal advice concerning your corporation and its obligations consult an attorney licensed to practice law in the State of New York.

**Complete & Mail the Form Below to Ensure Compliance.** 1) Review information on form, 2) make necessary changes, 3) complete ALL required information, and 4) Mail the form in the enclosed envelope with \$120 check payable to Corporate Records Compliance Center no later than 05/04/09.

**File Your Certificate of Minutes in Your Corporate Book.** Upon receipt of your check and form, you will be sent a Certificate of Minutes of Board of Directors and Shareholders to file in your corporate minute book. You should receive your Certificate of Minutes within 3 weeks of sending your form.

Detach the completed form below and mail to us in the enclosed envelope.

Tear Here

Business Name and Principal Office Street Address 368 West 23rd St. Apts., Inc.		City New York	State NY	Zip 10011-2227
Person to Contact	E-mail (optional)	Telephone (With Area Code)	FAX (With Area Code)	

<b>OFFICERS - Names of all officers, including officers who are directors.</b>	<b>DIRECTORS - Names of all directors including directors who are officers.</b>
President/CEO	DIRECTOR #1
Secretary	DIRECTOR #2
Treasurer/CFO	DIRECTOR #3
Vice-President	DIRECTOR #4
	DIRECTOR #5
RETURN NO LATER THAN 05/04/09	DIRECTOR #6
	DIRECTOR #7
If additional space is needed for officer and director names, please attach a separate sheet of paper.	DIRECTOR #8

<p><b>THIS 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 NOT A BILL.</b></p>	<p><b>AMOUNT ENCLOSED \$120.00</b></p>
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Return this form no later than 05/04/09 to ensure time for processing. Participation in the services offered by CRCO is voluntary and elective. Corporate Records Compliance Office, 125 Wolf Rd. Ste #306, Albany, NY 12205 (866) 506-0145.

