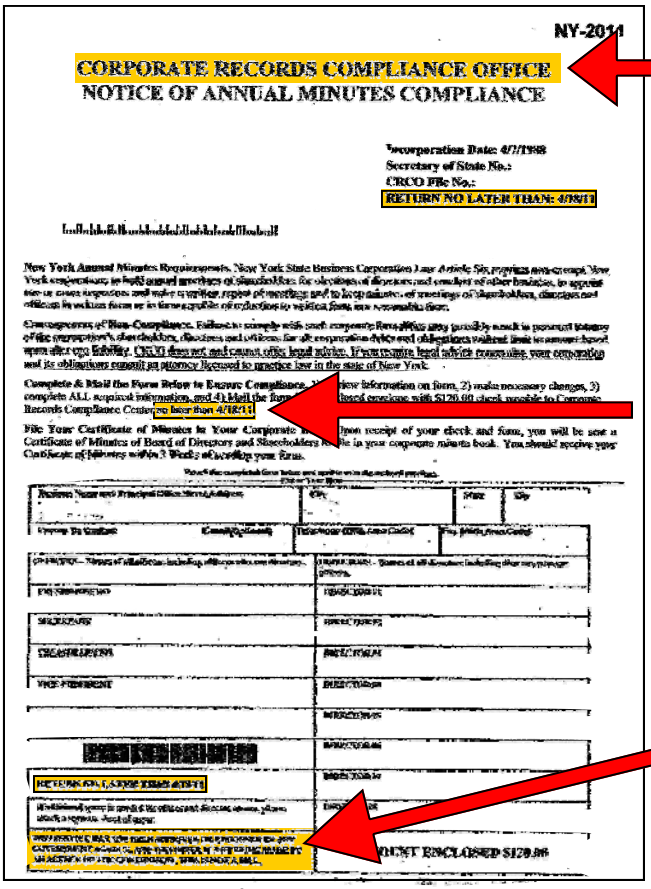
Lavelle & Finn
Attorneys At Law

Scam Alert!

It has come to our attention that many of our business clients have been receiving an unsolicited document in the mail similar to the one pictured below. At first glance, this appears to be a notice from the government requesting payment for filing of corporate minutes with a deadline of April 18, 2011. Closer inspection reveals that this, in fact, is NOT from any government office (see tiny disclaimer highlighted in yellow on example below) and there is no reason to take further action. It is important that when you receive a document like this in the mail, READ it thoroughly and if there is any question as to its validity or what your plan of action should be, please give us a call for help. Clients enrolled in our Business Council on Demand Program have their corporate minutes monitored and are reminded by us automatically when to update this information in their corporate books. If you are not a member of the BCOD program and are interested in finding out more, please give us a call at (518) 869-6227.

In the event that you receive a notice like this in the future, please give us a call. Remember to ***thoroughly read any document*** (including the fine print) requesting payment and do NOT take action before consulting us if you have a concern.


NY-2011

CORPORATE RECORDS COMPLIANCE OFFICE

NOTICE OF ANNUAL MINUTES COMPLIANCE

Incorporation Date: 4/1/1988
Secretary of State No.:
CRCO File No.:
RETURN NO LATER THAN: 4/18/11

New York Annual Minutes Requirements. 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 shareholders, directors and officers in written form or in any form capable of conversion to written form, as a reasonable time.

Consequences of Non-Compliance. Failure to comply with such corporate formalities may possibly result in piercing 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, with a check payable to Corporate Records Compliance Center, no later than 4/18/11.

File Your Certificate of Minutes in Your Corporate Minute 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.

Please make corrections to your name and address if necessary.

Business Name and Principal Office Street Address | City | State | Zip

Corporate Re-Certified | Certificate Number | Telephone Number (Optional) | Fax Number (Optional)

Check Applicable — Names of all officers including officers who are directors.

PRESIDENT | SECRETARY | TREASURER | VICE PRESIDENT | DIRECTOR | DIRECTOR | DIRECTOR

[redacted]

RETURN NO LATER THAN 4/18/11

If additional space is needed to list officers/directors, please attach a separate sheet.

Date of Signature | Signature of Officer

PAYMENT ENCLOSED $129.00

There is no government office with this name, either federal or in New York State.

Deadline (repeated three times on this document) matching federal tax deadline to give sense of urgency.

Tiny disclaimer stating that this is NOT a directive from a governmental agency.

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