

2013 - ANNUAL MINUTES FORM
SHAREHOLDERS, DIRECTORS AND OFFICERS
(Pennsylvania Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Key Code K371825428	Notice Date 2014-02-12	Corporation Number DNB003021748	
Keystone Weaving Mills Inc 1349 CUMBERLAND ST LEBANON, PA 17042-4529			Please Respond By Feb. 26, 2014

Corporate Records Service will prepare and provide corporate minutes that meet the following requirements of Pennsylvania law:

PENNSYLVANIA STATUTE §1508: Corporate records ... “Each business corporation shall keep complete and accurate books and records of account, minutes of the proceedings of the incorporators, shareholders and directors ...”

PENNSYLVANIA STATUTE §1704: Annual meeting ... “Meetings of shareholders may be held at such geographic location ... as may be provided in or fixed pursuant to the bylaws.” Section §1755 states that” ... at least one meeting of the shareholders shall be held in each calendar year for the election of directors ...” Section §1703 states that “Regular meetings of the board of directors may be held upon such notice,if any, as the bylaws may prescribe.”

Corporate minutes may also be prepared by corporate officers or other agents. CORPORATE RECORDS SERVICE IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE.

Please complete this Annual Minutes Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your payment for **\$125.00 payable to Corporate Records Service** in the enclosed envelope. If you have any questions, please email us at records@corp-records.com.

Step 1. SHAREHOLDERS Enter the names of each stockholder.

Name	Name
Name	Name
Name	Name
Name	Name

Step 2. CORPORATE DIRECTORS Enter the names of all members of the Board of Directors.

Name	Name
Name	Name
Name	Name
Name	Name

Step 3. CORPORATE OFFICERS Enter the names & titles of all corporate officers.

Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title

Step 4. CONTACT PERSON Enter the name & email address of the contact person.

Contact Name	Contact Email	Contact Phone
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Step 5. Check appropriate payment method & fill out subitems.

<input type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED	<input type="checkbox"/> CREDIT CARD (VISA & MASTERCARD ONLY)
Please make your check payable to: Corporate Records Service 6059 Allentown Blvd. #904 Harrisburg, PA 17112-2672	Enter Credit Card Number: <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> Enter Expiration Date of Credit Card: <div><div></div><div></div><div>/</div><div></div><div></div><div></div></div>

Step 6. Provide your signature for authorization.

Signature	Date
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Step 7. Return this entire completed form with payment in the enclosed return envelope.