

Form:

Notice of Annual Meeting of Shareholders

Description:

A notice to be sent to shareholders of a corporation informing them of the date and place of the Annual Meeting of Shareholders

NOTICE OF ANNUAL MEETING OF SHAREHOLDERS OF
[NAME OF CORPORATION]

NOTICE IS HEREBY GIVEN to all shareholders of [Corporation's Name] that:

The annual meeting of shareholders will be held on [Date] at [Time], at [Place], to consider and act upon the following matters:

[(a) Election of Directors of this corporation. The names of the nominee for Directors intended, at the time of this notice, to be presented by the Board for election at the meeting are: [Names of nominees].]

(b) [Other matters].

(c) To consider and act upon such other matters as may properly come before the meeting.

Pursuant to this corporation's Bylaws, the Board of Directors has fixed the close of business on [Date] as the record date for determination of shareholders entitled to notice of, and to vote at, the meeting or any adjournment thereof.

[Every shareholder is invited to attend the meeting in person. Shareholders who do not expect to attend in person are requested to complete and return the accompanying proxy form.]

Date: _____

[Name]

[Secretary] [Assistant Secretary]