

**INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES REQUIREMENT
STATEMENT (FORM MIN-TX081)**

Review the accuracy of the preprinted corporate name and address and make any changes necessary.

Line 1 Enter the name and e-mail address of the person to contact if we have any questions.

Lines 2 and 4 **(Required)** Enter the names of the President/CEO and Secretary.

Lines 3 and 5 Enter the names of the Vice President (if any) and Treasurer/CFO (if any). If you have any other officers, please attach an additional page.

Line 6 **(Required)** Enter the name of the member of the Board of Directors.

Lines 7-9 Refer to your Bylaws. If they require more than one member of the Board of Directors, enter their names here.

Line 10 **(Required)** Enter the name of a Shareholder and the number of shares issued to this Shareholder. If no stock has been issued, enter "none".

Lines 11-13 Enter the names of any additional Shareholders and the number of shares issued to each of them.

Please note: All items marked (Required) must be completed or we will not be able to prepare the required documents.

Submit the Annual Minutes Requirement Statement (CS FORM MIN-TX081) together with payment for proper processing and fulfillment of the Annual Minutes requirement for your corporation. **Submit a check for \$125.00 payable to Compliance Services and mail to:**

**COMPLIANCE SERVICES
2002-A Guadalupe St. #216
Austin, TX 78705-9996**

Completed documents will be mailed to you within two weeks. Have each party sign the documents where indicated and file them in the minute book of the corporation. Do not return the documents to us. We have recorded your information in our database.

Maintaining records is vital to the existence of all corporations; in particular the recording of shareholder and director meetings. Failure to comply with the regulating statutes could cause your corporation to lose its limited liability status making the officers, directors and shareholders personally responsible for the debts of the corporation and may also have detrimental tax consequences.

**ANNUAL MINUTES REQUIREMENT STATEMENT
DIRECTORS AND SHAREHOLDERS
(Business Corporation)**

IMPORTANT! READ INSTRUCTIONS BEFORE COMPLETING THIS FORM. PLEASE PRINT LEGIBLY.

Notice Date: February 23rd, 2009

Corporation Number:800640230
Incorporation Date:04/12/2006

1396 **AUTO**3-DIGIT 750
OFFICE CAFE SOLUTIONS, INC.
3927 BIERSTADT CIR
PLANO TX 75023-5811



**Reply by March 16, 2009, to
allow adequate time for processing.**

TEXAS BUSINESS CORPORATIONS ACT Part 2, Article 2.44.A: " Each corporation shall keep books and records of account and shall keep minutes of the proceedings of its shareholders, its board of directors, and each committee of its board of directors..." TEXAS BUSINESS CORPORATIONS ACT Part 2, Article 2.24.B: " An annual meeting of shareholders shall be held at such time as may be stated in or fixed in accordance with the bylaws...". THIS PRODUCT HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENT AGENCY AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT.

Please complete this Annual Minutes Requirement Statement and mail the completed form together with the fee of **\$125.00 payable to COMPLIANCE SERVICES** in the enclosed envelope by reply date to avoid non-compliance with Texas law. All information will be treated as private and confidential and will not be available to others. E-mail us at corpcompliance@corpsrvc.com with any questions.

1. Contact Person:	E-Mail Address:
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CORPORATE OFFICERS (Attach additional pages if needed).

2. President/CEO (Required):

3. Vice President (not required):

4. Secretary (Required):

5. Treasurer/CFO (not required):

CORPORATE DIRECTORS (Attach additional pages if needed).

6. Name (Required):

7. Name:

8. Name:

9. Name:

SHAREHOLDER INFORMATION (Attach additional pages if needed).

10. Shareholder Name (Required):	No. of Shares (Required):
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11. Shareholder Name:	No. of Shares
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12. Shareholder Name:	No. of Shares
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13. Shareholder Name:	No. of Shares
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TEXAS BUSINESS CORPORATIONS ACT Part 2, Article 2.44.A and 2.24.B are statutory and failure to comply may result in the piercing of the corporate veil and you may be denied the advantages of corporate existence. Your incorporators, shareholders and directors may become personally liable for the corporations debts and judgements and also have detrimental tax consequences.

Compliance Services
2002-A Guadalupe St. #216
Austin, TX 78705-9996

THIS IS NOT A GOVERNMENT DOCUMENT
BUSINESS MAIL - TIME SENSITIVE

If address or name is incorrect, please forward this document
to an authorized employee representative immediately.

PRSRT STD
US POSTAGE
PAID
VAN NUYS, CA
PERMIT NO. 1263

IMPORTANT
Annual Minutes Requirement Statement

