

Corporations Division

William Francis Galvin, Secretary of the Commonwealth

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Notice regarding "Compliance Services" Solicitation

Recently, an entity calling itself "**Compliance Services**" mailed solicitations entitled "Annual Minutes Requirement Statement Directors and Shareholders" to numerous Massachusetts corporations. This solicitation offers to complete corporate meeting minutes on behalf of the corporation for a fee. Despite the implications contained in the solicitation, Massachusetts corporations are not required by law to file corporate minutes with the Secretary of State.

Based upon phone calls this office has received, it is apparent that many citizens are confused by Compliance Services' solicitation.

First, the solicitations are presented in a format similar to forms promulgated and distributed by the Office of the Secretary of State and references a \$125 "Annual Fee", the exact amount of the fee for filing an annual report with the Office. Second, the solicitation includes a Massachusetts corporation number. Third, the solicitations contain a limited response time. Although the solicitation contains a disclaimer stating that Compliance Services is not affiliated with any government agency, many customers may misinterpret the official-looking documents.

You do not have to do business with Compliance Services. The forms provided by them are not required by the Office of the Secretary of State. Whether you choose to do business with Compliance Services will in no way affect your corporate filing with the Secretary of State, either positively or negatively.

It is important to remember that any official statement or request from the Office of the Secretary of State will clearly indicate its origin by displaying the name of Secretary of State William Francis Galvin.

Please notify Laurie Flynn by either fax (617) 878-3505 or email addressed to laurie.flynn@sec.state.ma.us regarding receipt of this solicitation so the Secretary of State may refer this matter to the Attorney General. Thank you.

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