



**William Francis Galvin**  
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If you have any questions concerning this notification, please contact us by email at [corpinfo@sec.state.ma.us](mailto:corpinfo@sec.state.ma.us) or by telephone at (617) 727-9640.

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.

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 them or not will in no way affect your corporate filing with the Secretary of State, either positively or negatively.

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.

### Notice regarding "Compliance Services" Solicitation