



## Corporate Services


Corporate Services

Corporate Services

Corporate Services

Corporate Services

**MILLER  
CANFIELD**



## Why Miller Canfield?

Miller Canfield has established a corporate service and record management department to prepare and maintain legal records efficiently at a minimum cost to our clients.

Required corporate information notices are completed and filed with government authorities on a timely basis as required and changes to the status of corporate information can easily be documented.\*

The increase in complexity of corporate requirements has brought about increased complexity in the preparation and maintenance of corporate records. Proper documentation of corporate transactions is required for audit purposes.

Dividend and banking resolutions, filing of government notices and the preparation of minutes of annual meetings of directors and shareholders require prompt attention. Share transfer records and officers' and directors' registers must be kept current. The continued supervision and maintenance of corporate records has never been more important. Miller Canfield fulfills this need on behalf of our clients.

Our corporate service department has dedicated personnel and computer systems and your corporate records are prepared and monitored. Information for your accountants, tax and other auditors can easily be retrieved. We provide facilities so that auditors can review corporate records without attending at your premises.

\* Corporate filings do not include any information returns or other refund required pursuant to tax legislation.

Michigan  
Florida  
Illinois  
New York  
Canada  
China  
Poland

## Services and Fees

Miller Canfield will prepare all usual and necessary corporate documents that are described in this brochure. We also provide you with an annual corporate record summary, which is a compilation of relevant information pertaining to your corporation, its shareholders, officers and directors. This summary is revised and updated when changes occur and can be provided to you at any time upon your request.

Generally our standard annual services are provided for an annual fee of \$400.00 rather than render a bill for the preparation of specific documents as usually charged by a law firm. As a result of our efficient system, the single fee charged by Miller Canfield is less than the individual cost of the same services completed by a lawyer.

We have found this method of annual billing eliminates the need to call clients to obtain authority from you to prepare the necessary documentation. As such delays are avoided and your records can be efficiently maintained at a minimum expense. Our fees for this service and individual services are subject to change without notice.

However, in the event that individual services are more suitable for your needs, we prepare the following corporate documents for the fees stated below:

- preparation of annual corporate proceedings . . . . . \$280.00
- preparation of standard dividend resolutions . . . . . \$125.00
- preparation of simple resolutions respecting undistributed income . . . \$125.00
- preparation of certified copy of capital dividend resolution to be forwarded to accountants for filing . . . . . \$150.00
- provision of comfort letters and information to accountants and other authorized persons . . . . . \$250.00

Services performed by our corporate services department staff which are not specifically stated above will be provided at a rate of Fifty (\$50.00) Dollars per hour, which is far less than the rate usually charged by a lawyer or attorney.



Your Connection:

Jeffrey M. Slopen  
+1 519.561.7400  
slopen@millercanfield.com

Jennifer L. Shilson  
+1 519.561.7414  
shilson@millercanfield.com

Candy D. Glover  
+1 519.790.7462  
glover@millercanfield.com



[millercanfield.com/canadianlaw](http://millercanfield.com/canadianlaw)

Corporate + Securities  
Automotive  
Bankruptcy + Insolvency  
Capital Markets Lending  
Family Law  
Franchise + Distribution  
Health Law  
Immigration  
International Business  
Labour + Employment  
Litigation + Dispute Resolution  
Public Finance  
Real Estate

443 Ouellette Avenue, Suite 300  
Windsor, ON, Canada N9A 6R4  
+1 519.977.1555

**MILLER  
CANFIELD**