LIMITED PARTNERSHIP ANNUAL MEETING WORKSHEET

RE: _____

Name of Limited Partnership

Partnership Address: _____

_____

Mailing Address (if different): _____

_____

Partners' Meeting: Date: _____ **, 20_____Time:** _____

NOTE: If the date and time of the Partners' Meeting is incomplete, the wording on the Annual Minutes Meeting paragraph will read "Meeting was held at the time, date and place as stated in the Partnership Agreement."

Does the Partnership have any DBA's (doing business as)? ☐ Yes ☐ No

If yes, list all names: 1st _____ 2nd _____

"Protect Your Partnership Records. Don't forget to complete and return your Spiegel & Utrera, P.A. General Counsel Club renewal with your Partnership's Annual Meeting Worksheet, which is enclosed."
-Larry Spiegel

List the name and address of all the Limited Partners below: (you may use additional sheets if needed)

Name of Limited Partners
Example: *John Doe*

Address
123 SW Any Street, Miami, FL 33145

_____   _____

_____   _____

_____   _____

_____   _____

Chairman of Partners' Meeting: _____   Secretary of Partners' Meeting: _____

Does the above information represent a change in Limited Partners during the past year? ☐ Yes ☐ No

General Partner's Meeting: **Date:** _____ **, 20_____** **Time:** _____
*(Please note, the Meetings may take place on the same day, but **not at the same time**.)*
NOTE: If the date and time of the General Partner's Meeting is incomplete, the wording on the Annual Minutes Meeting paragraph will read "Meeting was held at the time, date and place as stated in the Partnership Agreement."

20_____ General Partner of the Partnership:
           Name   **Address**

General Partner   _____   _____

Chairman of Partners' Meeting: _____   Secretary of Partners' Meeting: _____

Does the above information represent a change in the General Partner during the past year? ☐ Yes ☐ No

Daytime Phone number you can be reached at: (_____) _____

Email Address: _____

☐ Check here if you would like to have the minutes of your Annual Meeting emailed to you in PDF format.

Without any additional charge, you may include any special provision in the minutes of either the Limited Partners' or General Partner's meeting. To discuss any matter which you feel should be included as a topic or resolution at either the Limited Partners' or General Partner's Meeting, check here ☐ and give us a daytime phone number. A Spiegel & Utrera, P.A. attorney will call you to discuss the matter at no extra charge. At Spiegel & Utrera, P.A. we want to help you keep your company records up to date.

Remarks: _____

_____

_____

_____