

**Joann Y. Hauer, LTD.
350A W. Main Street
Annville, PA 17003
(717) 867-3044**

April 23, 2013

To My Clients:

"The Pennsylvania Department of State has been made aware of solicitations that are being mailed to Pennsylvania businesses from two companies: Pennsylvania Corporate Compliance Company and Corporate Records Service. These solicitations are titled "Annual Meeting Disclosure Statement" and "2013 - Annual Minutes Form ." These mailings urge business corporations and limited liability companies to file information and send payment in the amount of \$125.00 by a certain date in order to maintain proper records.

These solicitations include a citation to the Pennsylvania Business Corporation Law regarding corporate records. At first glance, these solicitations may look official; however, none of the information being requested is required to be filed with the Department of State or the Secretary of the Commonwealth. Pennsylvania corporations and limited liability companies are not required to file corporate minutes with the Department of State or with a private company such as Pennsylvania Corporate Compliance Company or Corporate Records Service . The Department is alerting all Pennsylvania business entities of this deceptive solicitation to prevent Pennsylvania businesses from completing the form and sending payment to a mailing center post office box address by the deadline on the form.

Despite the suggestive language on the mailing, the "Annual Meeting Disclosure Statement" and the "2013 - Annual Minutes Form" are not required to be completed. These formal-looking letters did not originate from any governmental office, nor are the Pennsylvania Corporate Compliance Company and Corporate Records Service affiliated or associated with Pennsylvania state government in any way. Similar scams have been reported in other states. This "Annual Meeting Disclosure Statement" and "2013 - Annual Minutes Form" documents should be disregarded by all companies which receive them.

Additionally, please keep in mind that any official notices sent to businesses by the Pennsylvania Department of State or the Secretary of the Commonwealth's office will contain the letterhead and/or contact information for the Bureau of Corporations and Charitable Organizations. Please contact the Bureau at (717) 787-1057 or ra-corps@pa.gov should you have any questions or concerns regarding these solicitations."

Sincerely,

Joann