



# LIMITED LIABILITY LIMITED PARTNERSHIP ANNUAL MEETING WORKSHEET

RE: \_\_\_\_\_

Name of Limited Liability 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_