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The International combined corporation record No. 2

A COMPLETE RECORD FOR CORPORATIONS

RECORDS, MINUTES, CAPITOL STOCK, ACCOUNTS
WITH USEFUL FORMS INVALUABLE TO ATTORNEYS, SECRETARIES, &c.
PREPARED BY EXPERIENCED CORPORATIONS ATTORNEYS.
FOR USE IN ANY STATE. THE MOST UP-TO-DATE
WORK EVER ISSUED.

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Samuel S. Rosendorf

Richmond, Va.

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Preface

JT is to be observed that a record book of this character is intended for the simpler forms of organization, and the ordinary needs of the average corporation. A competent Attorney should of course be consulted in the event any problems of unusual difficulty develop. It will be found however that once the Corporation is started a Secretary of average ability will be enabled, with the assistance of this work to conduct the affairs of the Company in a highly satisfactory manner. Attorneys likewise will find the book of great assistance in enabling clients embarking on the unknown seas of Corporate enterprise, to appreciate and follow intelligently their advice. In such cases the book will not supplant but supplement the attorney's labors.

The publishers will greatly appreciate any suggestions from attorneys, book-keepers, secretaries, or other officers of corporations that will render future editions of this work even more adapted to their requirements, as it is their intention and purpose to make this the Standard record book in all States for all Corporate needs.

Publisher's Rote

The work is fully protected by copyright and no section of form herein contained may lawfully be used in any other publication. Representing as it does a great outlay of time, labor and expense in preparation, every necessary step will be taken to prevent infringement.

SUGGESTIONS

FOR THE USE OF THIS BOOK, AND THE ORGANIZA-TION AND CONDUCT OF A PRIVATE BUSINESS CORPORATION

The Charter (or "Articles of Incorporation") should be drawn by a competent attorney, familiar with the laws of the State in which the Corporation is created. A type-written copy thereof may be pasted on the appropriate pages following.

Upon the granting of the charter, the first meeting of the Stock-holders should be held, upon the notice of time and place of meeting to the subscribers, or upon written waivers of such notice from them. (Cf. Appendix.)

In the appendix there will be found the following forms, many of which may be used with advantage in the preliminary work of organization:

Subscription Lists.

Formal Subscription Agreements.

Assignment of Subscriptions.

Waiver of Notice of Meeting.

Proxy, Stock-holders' Meeting.

Form of Common Stock and Preferred Stock.

Receipt for Part Payment of Stock.

Forms of Agreement where Corporation is organized to take over assets of existing business. Resolution of Stock-holders' and Directors' meeting, accepting offer and issuing stock in payment of goods.

Forms for authorizing issue of Bonds secured by Real Estate.

Forms for calling Special Meeting of Stock-holders.

Directors' Resolution Declaring Dividend.

Voting Trust Certificate.

Bond to be given upon Issue of New Certificate where original has been lost or mislaid.

Amendment of Charter.

Suggestions for additional By-laws, covering various phases of Corporate necessities.

If the services of an attorney are not retained subsequent to the incorporation, the above forms will be found practical and useful, and such of them as the stock-holders see fit to adopt should be recorded by the Secretary in the proper place as the occasion arises. Thus corporations are frequently formed to take over the assets of existing firms, In this event special resolutions will be found necessary, appropriate forms for which will be found in the appendix, and copies thereof may be inserted where occasion requires same.

In the records of the minutes of the first meeting of stock-holders and directors, will be found a skeleton outline of the business usually transacted at such meetings. Special resolutions to cover the needs of the particular corporation may be written on the lines left blank.

It is to be noted that at the first meeting of the stock-holders the proper by-laws should be adopted. This necessarily demands careful consideration, and in most corporations this work is prepared in advance of the meeting and considerable time and attention devoted to the substance and wording of each section. A sketch of by-laws which amply cover the ordinary needs of the average corporation will be found on the pages following the minutes of the first meeting, while in the appendix there are additional by-laws suggested covering special needs.

In those corporations which are formed to take over an existing business the directors at their first meeting should pass the necessary resolution to the effect that the property is of the reasonable value of the stock to be issued in payment therefor as in many states such a judgment of directors is required by the Corporation Acts. (Cf. forms in the Appendix.)

Several pages are provided for copies of reports to Corporation Commissions or other similar tribunal. The preservation of a copy of these documents will greatly facilitate the preparation of future reports.

The Secretary should prepare forms of proxies, (Cf. Appendix) and secure signatures to same when paying dividends, thereby insuring the presence of a quorum at annual meetings.

When stock is to be transferred care should be taken to mark the surrendered certificate "cancelled," and paste it in the stock book.

Proper entries should be made on the pages provided in this book for the registry of certificates issued and the signatures should be made on the permanent transfer record pages of the Company in this book.

SUBSCRIPTION LIST

our respective names to the capital stock	of			
hereby severally agree to, and with each	and in consideration of other, to pay the said Company for			
dollars.				
Witness our hands and seals.				
Dated at	County——State	of	` .	
Thisday of19				
NAME	Address to which Notices should be sent	No. of Shares Common or Stock Preferred		
		1		
	•			
	,			

ARTICLES OF INCORPORATION

MINUTES OF THE FIRST MEETING OF THE INCORPORATORS AND SUBSCRIBERS TO THE CAPITAL STOCK

OF

	Wood Wholesale Co
	(Name of Company)
	The minutes of the proceedings of the first meeting of incorporators and subscribers to the
	capital stock of World Wholes ale Company)
	(Ivame of Company)
	was held at theer of feeling) (Place of Meeting)
	m = airy 2 6. on the 1 = day of Feb
	(City) (State)
	1928, pursuant to written Call * the incorporators of said
	Company as well as each subscriber to the capital stock.
Temporary Chairman and	The meeting was called to order by who , who
Secretary	stated its object.
	Upon motion duly made and carried, was elected Chair-
	man, and Solosow Secretary of this first meeting of stock holders.
Stock	0-19-1
Represented in Person or by Proxy	The Chairman appointed
ay 21011	a committee to examine proxies,
	and report upon the number of shares represented in person and by proxy. The committee reported
	shares represented, constituting a majority of whole number subscribed for, to-wit:
	shares, and the Chairman thereupon declared the meeting competent to
Charter Presented	proceed with the transaction of business. A copy of Company's petition for incorporation and
	charter dated Dec 1 = 1927, granted by W.M. Even It & S
	on the 2 4 day of Land, 1928 and file in Raleigh DC
	was presented, read, and, on motion duly made and carried, was accepted.
	The Secretary was directed to record the same in the record book of this company
Adoption of By-Laws	immediately preceding the minutes of this meeting.
	A set of proposed by-laws for the government of the company, and the regulation and management of its affairs was presented, and after being read, was on motion duly made and carried
J 20 115	adopted section by section, and as a whole, and the Secretary was directed to record same in the
	record book of this company immediately after the minutes of this meeting.
	On motion duly made and ca ried, it was resolved that the seal of this company should be a

*Insert "notice duly served on" or "a written call and waiver of notice signed by" according to the fact in particular the case.

around the inner edge thereof. and the word "incorporated" and the figures "19...." across the

Adoption of circular design with the words

center of said design, and Secretary was ordered to impress the same upon the margin of the page of record book whereon these minutes are recorded.



On motion duly made and carried, the form of stock certificates presented was adopted as the form of certificate to be issued to all subscribers to the capital stock of this company. The Secretary was ordered to paste a sample copy thereof marked in red ink "sample—void" on the page of record book of this company whereon these minutes are recorded.

(Paste certificate here)

MINUTES OF FIRST MEETING OF STOCK-HOLDERS-Continued

(If both common and preferred stock issued, paste sample of each)

Election of Directors

Upon motion duly made and carried, the stock-holders thereupon proceeded to the election of directors of the company to hold office until the next annual meeting and until their successors should be chosen and qualified. Each of the following persons having received a majority vote of the whole number of shares of stock in the company represented at the meeting, the Chairman thereupon declared them duly elected to serve as directors for said period

J.G. Wood	m= airy nc
Oblavice Wood	of " " " "
Jor Dobson	of
Of my Dosier	of Winston = Salum
	of
	of
*	of

Calls Authorized

On motion duly made and carried, the directors were authorized to make calls upon the subscribers to capital stock of this company, for such amounts, at such times, and upon such terms as they may, in their judgment, deem best for the interest of the company.

***************************************	*******************************	***************************************	***************************************	**********************************
Stock	paid .	ine as of	ollows	
	ice w		35000	
ges.	Wood		50000	
1 lordo	boon	***************************************	250000	
	Dosier		50000	***************************************
	***************************************		***************************************	
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	***************************************	***************************************	***************************************	

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***************************************		7		

^{*}If Directors are named in the Charter and the stockholders desire to have them serve, the following proceeding should be had in lieu of the foregoing:

"On motion duly made and carried, the Directors named in the certificate of incorporation were continued in office for the period designated in said certificate."

MINUTES OF FIRST MEETING OF STOCK-HOLDERS-Continued On motion duly made and carried, the meeting adjourned; Chairman Attest:

Secretary

BY-LAWS

ARTICLE I

STOCK-HOLDERS

Section 1. The stock-holders of this company shall be those who appear on the books of the company as holders of one or more shares of the capital stock.

Sec. 2. The annual meeting of the stock-holders shall be held on the day of of each year at the principal offices of the company, for the election of the Board of Directors for the ensuing year, and for the transaction of such other business as may properly come before the meeting. Notice of the annual meeting shall be mailed to each stock-holder to his address as the same appears on the records of the company, at least five days prior to the meeting.* In event of date of annual meeting falling upon a Sunday or a legal holiday, the meeting shall be held on the next succeeding business day.

Sec. 3. A special meeting of the stock-holders may be held at any time upon the call of the President, or by order of the Board of Directors, and it shall be the duty of the said President to call such a meeting whenever requested so to do by stock-holders holding 10% of the capital stock. Written notice of such special meeting shall be mailed to each stock-holder at his address as the same appears on the records of the company, at least ten days prior to meeting, stating therein the the purpose for which the meeting is held.*

Section 4 The majority of the issued and outstanding stock of the Company must be represented in person or by proxy to constitute a quorum. Only those shall be entitled to vote who appear as stock-holders upon the records of the company. If a quorum fail to attend at the time and place of meeting, those who do attend may adjourn from time to time until the meeting shall be regularly constituted.†

Section 5. At such meetings, all questions, unless by the by-laws otherwise provided, shall be determined by a majority vote of the stock-holders present in person or by proxy: each stock-holder being entitled to one vote for each share of stock in his name as appears upon the record.

Section 6. All the meetings of the stock-holders shall be presided over by a chairman, who shall be elected at the meeting. Such meeting shall be attended by the Secretary of the company, who shall ex-officio be the secretary of such meeting. The proceedings of each meeting shall be verified by the signature of the Chairman.

ARTICLE II

DIRECTORS

Section 1. The affairs of this company shall be under the management of its Board of Directors and such officers and agents as said Board may elect or employ.

Sec. 2. The Board of Directors shall not be less than—nor more than—in number, the number to be determined by the stock-holders from time to time. Said Directors shall be elected each year at the annual meeting of stock-holders to hold office until the next annual meeting. or until the election of their successors. Vacancies in the Board shall be filled by the Board of Directors. The person elected shall hold office until the next annual meeting of stock-holders, when the vacancy shall be filled as usual.

Sec. 3. The Board of Directors shall, as soon after their annual election as conveniently may be, elect from their number a President and Vice-President. who shall hold this office for one year and until others are chosen and qualify in their stead. The Board shall also annually elect a Secretary and Treasurer, (or one person to serve as both Secretary and Treasurer), who need not be members of the Board, and such other officers, agents and factors as they may deem necessary, who shall hold office until others are chosen and qualify in their stead, subject to removal by the Board at any time, with or without cause.

Sec. 4. The Board of Directors shall hold its meetings at such times and places as it may designate. A special meeting may be called at any time by the President or any two Directors Notice of the Directors' Meeting shall be given by mailing notice thereof to each Director 3 days before such meeting.

^{*}Provisions of this character may be waived by the stock-holders. It is always advisable to secure written waiver; a form of which may be found in the appendix.

[†]No notice of an adjourned meeting need be given.

- Sec. 5. A majority of Directors in office shall be necessary to constitute a quorum for the transaction of business. Any question coming before the Board shall be determined by a majority of those present.
- Sec. 6. The Board of Directors shall also elect an Executive Committee of three members including the president, which committee shall be endowed with all powers of the Board to be exercised when such committee sees fit, at any time when the Board is not in session, and power is hereby given to said Executive Committee to act by the written consent of a quorum thereof although not formally convened.*

ARTICLE III

THE DUTIES AND POWERS OF OFFICERS

- Section 1. The President shall preside at all meetings of the Board: shall be ex-officio, a member of all committees; shall employ and discharge all clerks, employees and agents, subject, however, to the right of the Board to direct by the majority vote the employment or dismissal of any agent or employee. He shall sign all checks, all certificates of stock and conveyances of real estate, and any other instrument in writing requiring a signature, and perform such other duties as may be required of him from time to time by the directors.
- Sec. 2. In case of absence of the President, or his inability to act, his duty shall be performed by the Vice-President, who in that event shall exercise any of the above powers of the President.
- Sec. 3. The Secretary shall attend all meetings of the stock-holders and directors, and keep a full and accurate account of their proceedings in a book to be kept for that purpose. He shall record all transfers of stock and cancel and preserve all certificates of stock transferred, as well as the address of all stock-holders. The Secretary shall also be the transfer agent of the company for the transfer of all certificates of stock. He shall also keep the seal of the company and affix the same to all certificates of stock, conveyances of real estate, and such other instruments requiring the seal as may be directed by the Board of Directors. The Secretary shall also keep such other books and perform such other duties as may be required of him by the Board of Directors.
- Sec. 4. The Treasurer shall keep a full and accurate account of receipts and disbursements of the company in books belonging to the company, and shall deposit all moneys and other valuable objects in the name of the company in such depositories or safety vaults that may be designated by the Board. A report of the finances of the company shall be made by the Treasurer whenever requested by the President, and report of like character shall be submitted by him at each annual meeting. He shall be required by the Directors at any time to give such bond as the Directors may designate.

ARTICLE V

CAPITAL STOCK

All certificates of stock shall be signed by the President and Secretary, and be attested by the Corporate Seal.

- Sec. 2. The certificate of stock may be transferred, sold, assigned, or pledged by an indorsement to the proper effect in writing on the back of certificate, and delivery of such certificate by the transferrer to the transferee; provided that until notice given of such transfer to the Secretary of the company, and the surrender of the certificate of stock for cancellation, and the issue of a new certificate in lieu of that surrendered, this company may regard and treat the transferrer as being still the owner of the stock.
- Sec. 3. All surrendered certificates shall be marked: "Cancelled," with the date of cancellation, by the Secretary, and shall be immediately pasted into the stock book opposite memorandum of their issue.
- Sec. 4. A duplicate certificate of stock may be issued for such as may have been lost or destroyed upon the applicant's furnishing affidavit that he is owner of said certificate and that same has been lost or destroyed, together with bond of indemnity, with satisfactory security to the company conditioned upon loss in consequence of issue of said duplicate certificate.

^{*}In Virginia, the Board of Directors of private corporations (other than railroad, &c., companies) may, if authorized by the Stock-holders, by provision of the By-Laws, or by a resolution passed by a majority of the whole Board, designate two or more of their number to constitute an Executive Committee, who to the extent provided for in said resolution, or in the By-Laws of said Corporation, shall have and exercise the powers of the Board of Directors, in the management of the Company and may authorize the seal of the company to be affixed to all papers which may require it.

BY-LAWS-Continued

And no such duplicate shall be issued until after the publication once a week for four weeks, at the expense of the applicant, of a notice of the application therefor in some newspaper of general circulation, designed by the President, published in the city of the applicant's residence.

ARTICLE VI MISCELLANEOUS

Section 1. The Seal of this Company shall be circular in form with the words
Wood Wholesale Co
on the circumference, and the lettering in the center shall be
Sec. 2. The fiscal business year of this company shall begin on the first day of and any of sec. 3. The Board of Directors may, annually, semi-annually, or quarterly declare a dividend of such part of the net earnings of the company as it may deem prudent to divide, carrying all or any part of the residue to the surplus account, or account of undivided profits or for use in improvements as it shall deem best.

Sec. 4. By-Laws may be altered, amended, modified or added to by the vote of stock-holders holding a majority of the stock of the company, present in person or by proxy, at any general, or special meeting (called for that purpose) of stock-holders of the company. A copy of such amended By-Laws shall be sent to each stock-holder within 30 days after their adoption.*

^{*}In Virginia, the power to amend may by resolution of the Stock-holders be conferred on the Directors. By-Laws made by Directors under powers so conferred, may be amended or repealed by the stock-holders.

MINUTES OF FIRST MEETING OF DIRECTORS OF

	19 1 20 0 1 0
	(Name of Company)
	Minutes of the proceedings of the first meeting of Directors of Wood Wholesale
	held at Their Office, M= Ting
	Place of meeting)
	(State) lo all,
	19.28. pursuant to * each member of said Board.
Directors	Present: J.G. Wood Clarice Wood Tou Dobson & Guy Dosier
Present	Jor Dobson & Guy Dosier
	constituting a quorum of Directors elected at first meeting of Stock-holders.
Temporary	On motion J. G. Wood was duly elected
Chairman and Secretary Elected	Chairman, and Jos. Doleson Secretary of the
Election	meeting. On motion the Directors proceeded to elect the officers of the company for the ensuing
of Officers	year, and until their successors shall be elected and qualified. The vote on each office was taken
	separately, viva voce, and the Chairman, the following having been elected, declared the result
	as follows:
	President: J. Wood of M= Cury
	Vice-President: Guy Doseer of Winston = Salem
	Secretary (or Sec. and Treas.:) Jor Dobson of ME Giry
	Treasurer:
	of
	The Colon of the following officers was upon position to be made and assist four to the
	The Salary of the following officers was, upon motion duly made and carried, fixed at the
	amount set opposite their respective names:

amount set opposite their respective	e names:	
NAME	OFFICE	AMT. PER ANNUM

^{*}Insert "notice duly served on" or "a written waiver of notice signed by," according to the facts in the particular case.

MINUTES OF FIRST MEETING OF DIRECTORS—Continued

Executive Committee	On motion duly made and carried, S.G. Wood
Chosen	
	for Dobson Guy Doseer
	were elected the executive com-
	mittee, with power conferred by the By-Laws of this company. The committee was authorized to
	appoint necessary officers, agents and servants for the company at such salaries, and for such periods
	as the committee should see fit. The executive committee was authorized to require any officer or
	agent, to execute and deliver to the company bond with surety approved by the committee, condi-
	tioned upon faithful performance of his duties as such officer or agent.
When Meetings	On motion duly made and carried, it was decided that the Board should hold its regular
are to be Held	meetings as follows: First Monday of each month
Selection of	On motion duly made and carried the Mount Cury Bank
Bank Depository	
	was named as the Company's Depository.
	The Secretary was instructed upon the opening of an account, to file with such bank a copy
	certified under seal of the Company of sections of By-Laws of this Company, dealing with the
	manner in which checks, notes and other obligations of this Company shall be signed in order to be
	effective.
Expenses of	On motion duly made and carried, the Treasurer was ordered to pay all bills for the seal,
Organiza. tion	record book, stock certificates, and other expenses incidental to the organization of this Company.
Call for	On motion duly made and carried, the Board ordered that all subscribers to the capital stock
Payment of Stock	of this Company be called upon to pay the amount of their subscription, as follows:
	One third Cash and balance as called
	for, provided any subscriber may pay in full at any time.
	for, provided any subscribes
- 1	my bay in Lull at any time

MINUTES OF FIRST MEETING OF DIRECTORS-Continued

On motion duly made and carried, the meeting	adjourned
	118
	WX71100019
	Chairman
	Chairman
Attest:	

Secretary

35 1936 ath Trase Hearth Club 104 2004 2004 2009 2004 408 15/2 14th Gold Label 109 40 400 H300 42 40 Suow King 10 20 34 W House Broom 634 Seft Top Blue 36/54 5/1 + Stick - 36 484 Brilliantine 11/6 104/6 992 100/14 Conday. 120/19 -123 1196 74 175 182 1759 156 Grocino Ming Cand Rambour 57 603 6003-50 Stick 6 Sait Water Freye 12 Our Sung 15 15 6 3065 30 3 Candy + Pitchen Coe Bon Bonouch Choc propo 4 Tilousto 4 Cough Drops 54 Divie Proto

Record of of the of the held at at	o'clock M	and and any of	Meeting
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P. Med 48- USansage 480 Corn Bufret 154 Sansage meat	6003603 261 8254 4003 493 384 341 1003 90 94 75 4003 368 36 34 2003 2008 20 17	250 240 302 302 622 4 30 30 16 16	
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51 Record of of the of the held at at	o'clock	on the	0	day of	Meeting	
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83 May 8 v Bald Dussing 8 v Spread	200	20 20	3	174		
1# Jar mustard	100 100	5 12	34.	9 3/2		
Thor noiso	50 48					
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	Lorge R Pine		3910	3910	3916	21/2	23/4						
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Meeting Record of_ of theday of--19 held at_ 50134 49 Toda Strows Refushade 63 Dixicher 37, 10+ Shor Polish 27 in Thon Strings Jack Brief 403/ Squar Jumbler Sugarior Jumbles 5/6 novy 20 Wild Thing 104 Old Mile 25 V V Junt Standord I3 Buiton Red Seal 10 CC Bruton Reddial 10 & Bruff Jus Rose 54 Brution 1/2 83/5 Gld Mill Toop

on Record of_ Meeting held at-Pride Powder Oct Pow 60's 41/2 8 6 696 400 Rinso Oct Pow 1000 18 54 Toilet Soop 51/6 Jux -11 5 & Shaw. Josp Paem Olive 12 12 10+ Spices 36 35 36 36 32 32 5 hoker 2003 20 20 50 20 20 74 83/4 920 at H Eda 48's 10 6+7 - 100 10 10 King Sodal 124 98 100 98 160 100 100 Daisy Hhd Yilly - 10# 68 70 69 69 69 10 & Swort Poste 11 11 36 36, 3620 36 32 32 no 3 Jubo 48 48 48 42 40 40 120 24 23 24 18 18 11 4 119 119 119 119 119 120 Jenit -10 9354 100 64 1003 109+ Pail 61/4 18 4 alma Dipporo 8 9, 10 15 0g 156 54 g. Grain 148 Palbert 249 101 north stoll

59 Record of of the of the held at at	Meeting O'clock On the day of 19	
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Record of____ Meeting of the___ of the__ held at_____ on the day of __19 ___ at_____o'clock__ __M_ argostorch 5ª802 54120

STOCK ORIGINALLY ISSUED

TO OR TRANSFERRED FROM

No. of Certificate			thereon		thereon		Month	Day	tificate Year		ADDRESS	Ledger Folio	Number of Shares	В
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