

# Shareholder Proxy

- 🔊 When a shareholder is unable to attend a corporation's stockholder's meeting, the Shareholder Proxy form enables the shareholder to appoint another person (their "proxy") to vote on the shareholder's behalf at a corporation's meeting of shareholders.
- 🔊 Before giving a proxy, the shareholder should make sure that this particular person is allowed to act as a proxy according to the corporation's state law and the corporation's bylaws.
- 🔊 State laws or corporate bylaws may have some special requirements for the proxy document. Before completing the proxy, you may want to consult with your attorney or corporate secretary to ensure that the form of proxy is appropriate.
- 🔊 A stockholder will want to allow sufficient time for the proxy to vote on the meeting as originally scheduled, plus any adjournments.
- 🔊 FYI, your proxy is also authorized to vote on any matter brought before the meeting – even if you are unaware that the vote was to be held.

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# From JIAN

## NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🔊 **Do Not Use This Agreement 'As-Is.'**
- 🔊 **This Agreement Is Not Legal Advice.**
- 🔊 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🔊 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🔊 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

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We're building a network of business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.


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- Please visit our website under [Updates](#).
- Remember to bookmark our website: [www.JIAN.com](http://www.JIAN.com)

## Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[ ]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[ ]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

