



2006 Handbook for Preparing SEC Annual Reports and Proxy Statements (formerly called SEC Handbook II)

Lawrence D. Levin and Adam R. Klein

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updated title offers an in-depth guide to the preparation of annual disclosure documents required by the Exchange Act and SEC regulations. Coverage focuses on issues related to Form 10-Ks, proxy statements and annual reports to shareholders, including recent developments as a result of the Sarbanes-Oxley Act of 2002. Contents include: A synopsis of recent developments affecting preparation of Annual disclosure documents A synopsis of proposed changes Electronic filing under EDGAR Using the safe harbor for forward-looking statements Guide to preparing Form 10K Guide to preparing Proxy Statements Preparing the Annual Report to Shareholders

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