



## Paragon Document Research Inc.

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### Limited Liability Partnership Filing Notification

To: Corporate Officer of Addressed Business

RE: MINNESOTA LIMITED LIABILITY PARTNERSHIP ANNUAL RENEWAL

Dear Corporate Officer or Business Owner:

Your Minnesota Limited Liability Partnership (LLP) Annual Renewal filing must be tended to on an annual basis, to avoid dissolution after one (1) year of noncompliance.

All Minnesota LLPs are governed under *Minnesota Statutes*, Chapter 323A and are required to file an Annual Renewal once every calendar year. Filing this Annual Renewal does not satisfy any other legal requirement. If Minnesota statutes or rules require a filing with another office, you must submit that filing separately. Paragon Document Research, Inc. (Paragon) would like to assist you to ensure this status is brought into compliance, by filing on your behalf by December 31.

**Please submit a check for \$160.00 to cover the statutory and processing fees for this Annual Renewal filing. Once this is filed, you will be in compliance through December 31 of the current year, with your LLP Annual Renewal requirements with the Minnesota Secretary of State.**

- 1.) Please complete the easy to follow instructions highlighted below:
- 2.) Write a check made payable to Paragon Document Research, Inc. for \$160.00. This covers statutory & processing fees with a *confirmation copy returned for your records*.
- 3.) Return the completed form and a \$160.00 check in the enclosed envelope.
- 4.) If your Registered Agent address has changed, please contact us for an address change form\*.
- 5.) If you are no longer doing business, please contact us for the appropriate Dissolution Papers.

As a part of our ongoing service commitment to you, we will contact you each year to ensure your LP Annual Renewal filing is filed in a timely manner. An Annual Renewal will be submitted to you for the following year, to keep your business in compliance.

Thank you for your trust in our services. If you should have any questions regarding this action or any other document retrieval services, please feel free to contact us at 612.767.6844, or toll-free at 800.892.4235.

Sincerely yours,

*Beth Johnson*

Filing Documentation Department

BJ/ls

Enclosure: LLP Annual Renewal

\* Address changes are \$160.00 to cover the Secretary of State's statutory fees and processing fees, which includes a returned acknowledgment copy for your records. Call and request an Amendment form if you need to change your address or Agent from what was previously on file. (We also have additional forms for Article Amendments if a name change has occurred.)

Note: Any payments returned due to NSF are subject to a \$30 processing fee, in addition to the original amount due.

# Office of the Minnesota Secretary of State

## Limited Liability Partnership | Annual Renewal

Minnesota Statutes, Chapter 323A



**Must be filed by December 31**

**Read the instructions before completing this form.**

**Filing Fee: \$155 for expedited service in-person and online filings.**

**Current Information on File: (If changes are needed, see instructions for further details.)**

1. File Number: \_\_\_\_\_ 2. Home Jurisdiction: (Required) \_\_\_\_\_

3. Partnership Name: (Required)  
\_\_\_\_\_

4. Alternate Name used in Minnesota, if any: (Foreign Partnerships Only)  
\_\_\_\_\_

5. Chief Executive Office Address: (Required)  
Street Address (A PO Box by itself is not acceptable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

6. If the chief executive office address is not in Minnesota list the address, if any of a partnership office in Minnesota:  
Street Address (A PO Box by itself is not acceptable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

7. Registered Agent/ Registered Office Address, if any:  
Agent's Name:  
Street Address (A PO Box by itself is not acceptable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

8. If an Agent is listed, is the Agent for Service an Individual? Yes  No   
**If you checked "No", provide the Name, Street and Mailing Address, and Telephone Number of an individual who may be contacted for purposes other than service of process with respect to the limited liability partnership:**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street (A PO Box by itself is not acceptable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*If different from above, list the mailing address of the individual listed:*  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

Check here to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

**NOTICE: Failure to file this form by December 31 of this year will result in the revocation of the statement of qualification of this limited liability partnership without further notice from the Secretary of State, pursuant to Minnesota Statutes, section 323A.1003.**

**Office of the Minnesota Secretary of State**

Limited Liability Partnership | Annual Renewal

*Minnesota Statutes, Chapter 323A*



**List a name and daytime phone number of a person who can be contacted about this form:**

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Phone Number

**Entities that own, lease, or have any financial interest in agricultural land or land capable of being farmed must register with the MN Dept. of Agriculture's Corporate Farm Program.**

Does this entity own, lease, or have any financial interest in agricultural land or land capable of being farmed?

Yes  No

## INSTRUCTIONS

All limited liability partnerships governed under *Minnesota Statutes*, Chapter 323A are required to file an annual renewal once every calendar year. Filing this Annual Renewal does not satisfy any other legal requirement. If Minnesota statutes or rules require a filing with another office, you must submit that filing separately.

If changes to name or address are necessary, a "Statement of Amendment" form must be completed and included along with the annual renewal form and an additional \$135.00 filing fee plus \$25.00 processing fee.

- 1. File Number:** Provide the file number issued by the Minnesota Secretary of State.
- 2. Home Jurisdiction:** (Required) List the state or jurisdiction in which this organization is organized.
- 3. Partnership Name:** (Required) Provide the name of the partnership in the jurisdiction in which it is organized.
- 4. Alternate Name used in Minnesota, if any:** (Foreign Partnerships Only) List the Alternate Name used in Minnesota, if applicable.
- 5. Chief Executive Office Address:** (Required) List the address where the chief executive office is located.
- 6. Partnership Office in Minnesota:** If the chief executive office address is not in Minnesota, and there is a partnership office in Minnesota, list that address here.
- 7. Registered Agent and Registered Office Address, if any:** If applicable, list the agent and registered office address in Minnesota.
- 8. Is the Agent for Service an Individual?** Check Yes or No accordingly if an agent is on record. If you checked "No", provide the name, complete street address (a PO Box is not acceptable), mailing address (if different then the street address), and phone number of an individual who may be contacted for purposes other than service of process with respect to the limited partnership.

**Email Address for Official Notices.** This email address may be used to send annual renewal reminders and other important notices that may require action or response. Check the box if you wish to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

**List a name and daytime telephone number of a person who can be contacted about this form.**

**Filing Fee: \$155 for expedited service in-person and online filings, \$135 if submitted by mail, plus Paragon processing fees of \$25.00 - Payable to Paragon Document Research Inc.**

**Note: An entity that has been dissolved by our office for failure to file an annual renewal, may retroactively reinstate its existence by filing the current year's renewal and paying a \$160 fee if submitted by mail, \$180 for expedited service in-person and online filings.**

Please submit all items together and mail to the address below:

### MAIL TO:

Paragon Document Research Inc.

PO Box 4627

St. Paul, MN 55101

(Staffed 8 a.m. – 4 p.m., Monday - Friday, excluding holidays)

Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-222-6844; Greater MN 1-800-892-4235

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.