



## Paragon Document Research Inc.

Nationwide / International

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# Corporate Filing Notification

To: Corporate Officer of Addressed Business

RE: MINNESOTA ANNUAL DOMESTIC BUSINESS REGISTRATION

Dear Corporate Officer or Business Owner:

We want to remind you that your Corporate Annual Report filing must be tended to on an annual basis to avoid dissolution of your corporation by the Secretary of State, pursuant to Minnesota Statute 302A.821. Your company will continue its Good Standing status by filing by December 31. Paragon would like to assist you, to ensure your status is maintained by filing on your behalf before December 31. A separate mailing will be sent for the following year.

Please complete the easy to follow instructions highlighted below:

- 1.) Complete the enclosed Annual Registration Form.
- 2.) Write a check made payable to Paragon Document Research, Inc. for **\$25.00**. This covers processing fees and *a returned confirmation copy for your records*.
- 3.) Return the completed form and a \$25.00 check in the enclosed envelope.
- 4.) **If your Registered Address has changed**, please contact us for an address change form\*.
- 5.) **If you are no longer in business**, please contact us for a Dissolution/Termination form.
- 6.) **If you need your proof of Good Standing expedited for licensing purposes**, please note this and include an additional \$20.00 expedite fee.

As a part of our ongoing service commitment to you, we will contact you each year to ensure your Annual Registration is filed in a timely manner. If this document is not filed by December 31, of each year, the Minnesota Secretary of State assesses a \$25 late/reinstatement filing fee in the following year, and will have issued a Certificate of Administrative Dissolution for your Minnesota Domestic Corporation.

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

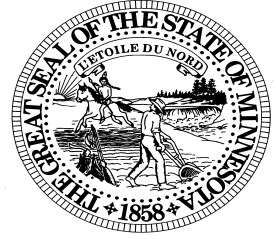
BJ/ts

Enclosure: MN Annual Registration for Business Corporations Form

\* Address changes are \$60.00 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 Address Change form if you need to change your address from what is listed on the form. (We also have additional forms for Article Amendments, if a name change has occurred or Dissolution forms, if you are no longer in business.)

*Note: Any payments returned due to NSF are subject to a \$35 processing fee, in addition to the original amount due.*

**Office of the Minnesota Secretary of State**  
**Minnesota Business Corporation | Annual Renewal**  
*Minnesota Statutes, Chapter 302A*



**Must be filed by December 31**

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

**TO:**

1. File Number: \_\_\_\_\_

2. Home Jurisdiction: **MINNESOTA**

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

4. Registered Office Address: (Required)

\_\_\_\_\_  
Street Address (A PO Box by itself is not acceptable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  
Zip Code

Registered Agent: (if applicable)

5. Principal Executive Office Address: (Required)

\_\_\_\_\_  
Street Address (A PO Box by itself is not acceptable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

6. Name and Business Address of Chief Executive Officer: (Required)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Phone Number

**Email Address:** \_\_\_\_\_

**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

**NOTICE: Failure to file this form by December 31 of this year will result in the dissolution of this corporation without further notice from the Secretary of State, pursuant to *Minnesota Statutes*, section 302A 821.**

## INSTRUCTIONS

All Minnesota business corporations governed under *Minnesota Statutes*, Chapter 302A 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 the Registered Agent name and/or Registered Office Address are necessary, an amendment form along with the annual renewal form and the applicable filing fee is required. Changes to the principal executive office address and chief executive officer's name and address can be made once a year by filing the annual renewal form with our office.

- 1. File Number:** Provide the file number issued by the Minnesota Secretary of State
- 2. Home Jurisdiction:** This form is to be filed only if the state of incorporation is Minnesota.
- 3. Corporate Name:** (Required) List the business name on file with the Secretary of State's office.
- 4. Registered Office Address and Agent, if any:** (Required) List the Registered Office Address and Agent, if any on file with the Secretary of State's office.
- 5. Principal Executive Office Address:** (Required) A full street address or rural route and rural route box number is required for filing the annual renewal. A post office box alone is not acceptable.
- 6. Name and Business Address of Chief Executive Officer:** (Required) Fill in the name and complete business address of the Chief Executive Officer or other person who carries out the functions as C.E.O. of the corporation.

**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. Paragon does not sell or release this information to outside parties.

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

An entity that has been dissolved by the Secretary of State's Office for failure to file an annual renewal, may retroactively reinstate its existence by filing the current year's renewal and paying a \$25 fee\* if submitted by mail, \$45 for expedited service.

\*Please add a \$25 processing fee to all statutory filing fees stated above for expedited completion through PDR.

**MAIL TO:**  
Paragon Document Research Inc.  
PO Box 4627  
St. Paul, MN 55101-4627

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