



## Paragon Document Research, Inc.

Nationwide / International

612-767-6844 (800) 892-4235 Fax (612) 728-1100  
P.O. Box 4627 • St. Paul, Minnesota 55101  
www.paragondocuments.com  
E-mail: info@paragondocuments.com

# Minnesota Cooperative Annual Filing Notification

To: Corporate Officer of Addressed Domestic Cooperative

RE: 2015 MINNESOTA DOMESTIC COOPERATIVE ANNUAL RENEWAL

Dear Corporate Officer or Cooperative Business Owner:

We want to remind you that your Cooperative Business Annual Renewal filing must be tended to on an Annual basis, to avoid *Statutory Dissolution of this Cooperative, without further notice from the Secretary of State, pursuant to Minnesota Statutes, section 308A.995 and 308B.121. Your Cooperative will continue its Good Standing status by filing in 2015. Paragon would like to assist you to ensure your status is maintained by filing on your behalf in 2015.*

Please complete the easy to follow instructions highlighted below:

- 1.) Complete the enclosed Domestic Cooperative Annual Renewal Form.
- 2.) Write a check made payable to Paragon Document Research, Inc. (PDR) for \$25.00. This covers processing fees and a confirmation copy, for your records, from the Secretary of State.
- 3.) Return the completed form and \$25.00 check in the enclosed envelope.
- 4.) If your Registered Agent address has changed, please contact us for an address change form\*.

As a part of our ongoing service commitment to you, we will contact you every year to ensure your Cooperative Business Annual Renewal is filed in a timely manner. If this document is not filed by December 31 of each year, the Minnesota Secretary of State will statutorily dissolve your cooperative entity and will assess a \$25 late filing fee in 2016 for reinstatement, pursuant to Minnesota Statute 308A.995 and 308B.121.

Thank you for your trust in our services. If you should have any questions regarding this action or any other document retrieval or filing services, please feel free to contact us at 612.222.6844, or toll-free at 800.892.4235. : *Any payments returned due to NSF are subject to a \$35 processing fee, in addition to the original amount due, plus any bank fees.*

Sincerely yours,

*Beth Johnson*

Filing Documentation Department

BJ/ts

Enclosure: MN 2015 Domestic Cooperative Annual Renewal Form and return envelope

\* Address changes are \$60.00 to cover the Secretary of State's statutory fee and processing fee, which includes a returned acknowledgment copy for your records. Call and request an Address Change form if you need to change your Registered Address from what is listed on the enclosed form. (We also have additional forms for Article Amendments if a name change has occurred.)

**\*\*\* THIS IS NOT A COMMUNICATION FROM A STATE AGENCY. PARAGON IS A PRIVATE SERVICE COMPANY \*\*\*  
\*\*\* OFFERING BUSINESS FILING SERVICES FOR A FEE \*\*\***

# Secretary of State - Minnesota

## Minnesota Cooperative | Annual Renewal

*Minnesota Statutes, Chapter 308A or 308B*

**Must be filed by December 31**

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

1. File Number: \_\_\_\_\_ 2. Home Jurisdiction: **MINNESOTA**

3. Cooperative Name: \_\_\_\_\_

4. Registered Office Address: (Required)

\_\_\_\_\_  
Street Address (A PO Box by itself is not acceptable)      City      <sup>MN</sup> State      Zip Code

Registered Agent: (if applicable)

5. Principal Place of Business Address: (Required)

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

6. Name and Business Address of C.E.O.: (Required)

\_\_\_\_\_  
Chief Executive Office

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

### 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.

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

**NOTICE: Failure to file this form by December 31 of this year will result in the dissolution of this cooperative without further notice from the Secretary of State, pursuant to *Minnesota Statutes*, section 308A.995 and 308B.121.**

*DomesticCooperativeRenewalRev.6/1/2015*

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## INSTRUCTIONS

All Minnesota Cooperatives governed under *Minnesota Statutes*, Chapter 308A and 308B 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 name or registered agent and office address are necessary, an amendment form along with the annual renewal form and a \$35.00\* filing fee is required (not including the \$25.00 processing fee. Changes to the principal place of business and chief executive officer's name and address can be made once a year by filing the annual renewal form with the Secretary of State's 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. **Business 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 Place of Business 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 cooperative.

**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.**

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 an additional \$25.00\* fee if submitted by mail, \$20.00\* for expedited service in-person. This does not include and processing fees that may apply.

\*Please add a \$25 processing fee to all statutory filing fees stated above for expedient 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 to process this type of filing. Failure to provide the requested information may prevent the approval or further processing of this filing. Paragon does not release your filing information to the general public or private entities for mailing solicitations.

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