



Paragon Document Research, Inc.

Nationwide / International

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Limited Liability Corporate Filing Notification

To: Corporate Officer of Addressed Business

RE: 2015 MINNESOTA DOMESTIC LIMITED LIABILITY CORPORATE ANNUAL RENEWAL

Dear Corporate Officer or Business Owner:

We want to remind you that your Minnesota Limited Liability Company (LLC) Annual Renewal filing must be tended to on an annual basis to avoid administrative dissolution after one (1) year of noncompliance. Your LLC will continue its Good Standing status by filing in 2015. All LLC's are governed under Minnesota Statutes 322B and their Annual Renewal filings are required to be filed by December 31 of every year. Paragon Document Research, Inc. (Paragon) would like to assist you again this year, to ensure your status is maintained by filing on your behalf before December 31. A separate mailing will be sent for 2016.

Please complete the easy to follow instructions highlighted below:

- 1.) Complete the enclosed Domestic LLC Annual Renewal form.
- 2.) Write a check made payable to Paragon Document Research, Inc. for *\$25.00*. This covers processing fee and *a confirmation copy sent to you for your records*.
- 3.) Return the completed form and the \$25.00 check in the enclosed return envelope.
- 4.) If your Registered Office Address has changed, please contact us for an address change form*.
- 5.) If your Company has dissolved, contact us for the correct Dissolution form*.

As a part of our ongoing service commitment to you, we will contact you each year to ensure your LLC Annual Renewal filing is filed in a timely manner. If this document is not filed by December 31, the Minnesota Secretary of State will statutorily dissolve your LLC entity and assess a \$25 late filing fee in 2016 for reinstatement, pursuant to Minnesota Statute 322B.960.

Thank you for your trust in our business filing 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 612.767.6844, or toll-free at 800.892.4235.

Sincerely yours,

Beth Johnson

Filing Documentation Department

Enclosure: MN 2015 LLC Annual Renewal form and return envelope

BJ/ts

* Registered Office Address or Agent changes and Dissolutions are \$60.00 each, to cover the Secretary of State's statutory fee and Paragon's 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 Office Address/Agent from what was previously on file. Article Amendment forms available if your name has changed.

NOTE: Any payments returned due to NSF are subject to a \$35 processing fee, in addition to bank fees and the original amount due. Rev.022815

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

MINNESOTA SECRETARY OF STATE
DOMESTIC AND FOREIGN
LIMITED LIABILITY COMPANY ANNUAL RENEWAL
Minnesota Statutes Chapter 322B Must be filed by December 31

READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. File #: (Required) _____ 2. This LLC is formed under the laws of: Minnesota

3. Limited Liability Company Name: (Required) _____ 4. Alternate Name, if any: (Foreign LLC only)

5. Registered Office Address: (Required)

Street: (A PO Box alone is not acceptable)

Agent's Name: (if applicable): _____ City: _____ State: _____ Zip: _____

6. Principal Executive Office Address: (Required)

Street: (A PO Box alone is not acceptable) City: _____ State: _____ Zip: _____

7. Name and business address of manager or other person exercising the principal functions of the chief manager of the limited liability company: (Required)

Name: _____

Street: _____ City: _____ State: _____ Zip: _____

8. Does this limited liability company own, lease, or have any financial interest in agricultural land or land capable of being farmed?
Yes No

9. Name, daytime telephone number and e-mail address of a contact person:

Name: _____
Phone: _____
E-Mail address: _____

NOTICE: Failure to file this form by December 31 of this year will result in the termination or revocation of this limited liability company without further notice from the Secretary of State, pursuant to Minnesota Statutes, section 322B.960.

03/2015

INSTRUCTIONS

All Limited Liability Companies governed under Minnesota Statutes 322B are required to file an annual renewal once every calendar year.

Items 3 through 5 are filed within the articles of organization; if there is a change to this information, you must amend your articles of organization. The applicable amendment filing along with a \$35.00* filing fee must be submitted at the same time as your annual renewal. You cannot use the annual renewal form to make changes to the information filed in the articles of organization. Items 6 through 9 can be changed once a year by filing the annual renewal form with the Secretary of State. Call 612-767-6844 if you need an Address/Agent Change form sent to you by e-mail, fax, or U.S. Postal Service.

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.

1. **File Number:** Provide the file number issued by the Minnesota Secretary of State.
2. **This LLC is formed under the laws of:** (Required) List the state of jurisdiction for the organization.
3. **Limited Liability Company Name:** (Required) List the LLC name on file with the Secretary of State. If changes to the company name are necessary one of the following forms will need to be submitted along with a \$35.00* filing fee. An amendment for this is necessary for a Minnesota LLC.
4. **Foreign Limited Liability Company Name:** List the alternate name used in Minnesota if one is currently on file with the Secretary of State.
5. **Registered Agent, if any and Registered Office Address:** (Required) List the current registered agent, if any and registered office address. If changes to the registered agent or registered office address are necessary an amendment form and \$35* fee must be filed with the Secretary of State.
6. **Principal Executive Office Address:** (Required) A complete street address or rural route and rural route box number is required. A post office box alone is not acceptable.
7. **Name and Business Address of Manager:** (Required) Fill in the name and complete business address of the manager or other person exercising the principal functions of the chief manager of the limited liability company.
8. **Does the limited liability company own, lease, or have any financial interest in agricultural land or land capable of being farmed?** This question is optional. Check Yes or No.
9. **Name and daytime telephone number and/or e-mail address of contact person for the limited liability company:** List a name, daytime telephone number and an e-mail address of a person who can be contacted about this form.

A Limited Liability Company that has been administratively terminated or has had its authority to do business in Minnesota revoked may retroactively reinstate its existence of authority to do business, by filing a single annual renewal and paying the \$25.00* reinstatement fee. For your convenience, the Minnesota Secretary of State does provide standard forms for most filings.

If this form is being mailed with an amendment form, please submit all items together and mail to the address below:

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

MAIL TO:

Paragon Document Research, Inc.
PO Box 4627
St. Paul, MN 55101
612-767-6844 or toll free at 800-892-4235

(Staffed 9:00 - 4:00, Monday - Friday, excluding holidays)

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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