



# Paragon Document Research, Inc.

Nationwide / International

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www.paragondocuments.com  
E-mail: info@paragondocuments.com

February 5, 2019

## Registered Agent/Office Change Notification

RE: **REGISTERED AGENT – ADDRESS CHANGE**

Dear Corporate Chair:

We received the Annual Renewal for your Minnesota Corporation. We noticed that the Registered Agent and Registered Office Address have changed.

If you wish to change of Registered Agent Office/Registered Agent for your Minnesota Corporation, you would need to fill-out the Change of Registered Agent and Office form and administer a check to Paragon Document Research Inc. for **\$70.00** to cover statutory (\$35) and processing (\$35) fees.

Please note that the fees for the Change of Registered Agent are separate from the Annual Registration fees.

We have included the form for this transaction, for expedient filing with the Secretary of State's Office. Please forward this form and a check for **\$60.00** payable to Paragon Document Research, Inc. in the enclosed envelope. If you would like to keep your Registered Agent and your Registered Office that is currently on file with the Secretary of State, disregard this notice.

If you have any questions, please do not hesitate in contacting us. Our contact information is toll-free 800-892-4235 or locally at 612-767-6844. Any payments returned due to NSF is subject to a \$35 processing fee, in addition to bank fees and the original amount due.

Sincerely,

*Beth Johnson*

Paragon Document Research, Inc.

JLM:BJ:ts

Enclosures: Registered Address/Agent Change form; return envelope

\*If you are doing business at an address outside the state of Minnesota and choose to have a Registered Agent, Paragon Document Research, Inc. offers Registered Agent services for \$190.00/yr. to interested parties.

**\*\*\* 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**  
**Notice of Change of Registered Office/Registered Agent**  
*Minnesota Statutes, Chapter 5.36*

**Read the instructions before completing this form. Note: See instructions for filing fees.**  
**This filing will amend only the Registered Office Address and/or the Registered Agent.**

1. Entity Name: (Required)

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2. New Registered Office Address:

\_\_\_\_\_ **MN** \_\_\_\_\_  
Street Address (*A post office box by itself is not acceptable*) City State Zip Code

3. New Registered Agent:

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If you do not wish to designate an agent, you must list "NONE" in this box. An entity formed under the laws of another jurisdiction must designate a registered agent in Minnesota. **DO NOT LIST THE ENTITY NAME.**

4. If the business entity has changed their agent or the registered office address, this change was authorized by a resolution approved by the affirmative vote of a majority of the governing body of the business entity as required by Section 5.36, Subd. 3. If the agent has changed their name or their address, then a copy of the change has been sent to the business entity or their legal representative as required by Section 5.36, Subd. 5. In compliance with Section 5.36, the address of the registered office and the address of the business office of the registered agent(s) are identical.

5. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

\_\_\_\_\_  
Signature of Authorized Person or Authorized Agent

\_\_\_\_\_  
Date

**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

## INSTRUCTIONS

Fee - \$70

File your business document online by visiting our website at [www.paragondocuments.com](http://www.paragondocuments.com).

This form is intended merely as a guide for filing and is not intended to cover all situations. Retain the original signed copy of this document for your records and submit a legible photocopy for filing with the Secretary of State.

Note: Limited Partnerships are required to list the Agent's name, street and mailing address. Limited Liability Partnerships must file a Statement of Amendment to make changes to the Registered Office and Agent.

1. Fill in the name of the entity exactly as it appears in the original organizing document or subsequent amendments.
2. A registered office address in Minnesota is required. List the complete street address or rural route and rural route box number for the registered office address. A post office box by itself is not acceptable.
3. The registered agent accepts service of process or notice(s) sent to the entity. The registered agent must be a person residing in Minnesota, a Minnesota entity, or a foreign entity authorized to do business in this state. Do not list your entity name on this line, because an entity may not act as its own agent. An entity formed under the laws of another jurisdiction must designate a registered agent in Minnesota.
4. Minnesota Statutes require that an officer, representative, or authorized agent sign the form. (The signing party must indicate on the document that they are acting as the agent of the person(s) whose signature would be required and that they have been authorized to sign on behalf of that person(s).)

**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 payable to Paragon Document Research Inc.:**

- Minnesota Business Corporations, Minnesota Cooperatives, and Minnesota Limited Liability Companies: \$70 – covers statutory fees and processing fees through PDR.
- Minnesota Nonprofit Corporations: \$35 processing fee is due unless you are adding, removing or changing the agent, in which case \$70 – covers statutory fees and processing fees through PDR.
- Foreign Limited Liability Companies: \$85 - covers statutory fees and processing fees through PDR.
- Foreign Corporations, Foreign Cooperatives, and Foreign Nonprofits: \$100 - covers statutory fees and processing fees through PDR.

\*Please add \$45 processing fee to all statutory filing fees stated above, for **expedited** completion and SOS proof of filing, through PDR.

### MAIL TO:

Paragon Document Research, Inc.  
PO Box 4627  
St. Paul, MN 55101-4627

612-767-6844 or toll free at 800-892-4235  
(Staffed 8:00 AM - 5:00 PM (CST), 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.

Change of Registered Office Agent PDR rev. 01142019

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