



Paragon Document Research Inc.

Nationwide / International

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Limited Partnership Filing Notification

To: Corporate Officer of Addressed Business

RE: MINNESOTA LIMITED PARTNERSHIP ANNUAL RENEWAL

Dear Corporate Officer or Business Owner:

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

All Minnesota LPs, governed under *Minnesota Statutes*, Chapter 321 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 in your filing needs, by filing on your behalf before December 31, with the Minnesota Secretary of State.

Please submit a check for **\$25.00** to cover the 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 LP 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 **\$25.00**. This covers processing fees with 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 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. Paragon will ensure a form is submitted to you the following year for business 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/ts – Limited Partnership Annual Renewal

* 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 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

Minnesota Limited Partnership | Annual Renewal

Minnesota Statutes, Chapter 321



Must be filed by December 31

Read the instructions before completing this form.

1. File Number: _____ 2. Home Jurisdiction: **MINNESOTA**

3. Partnership Name: (Required) _____

4. Registered Agent & Registered Office Address: (Required)

Agent's Name Street

City State Zip

If different from above, list the mailing address for Agent:

Street City State Zip

5. Is the Agent for Service an Individual? (Required) 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 partnership:

Individual Name: _____ Phone: _____

Street City State Zip

If different from above, list the mailing address of the individual listed:

Street City State Zip

6. Designated Office Address: (Required)

Street

City State Zip

If different from above, the mailing address of the Designated Office:

Street City State Zip

NOTICE: Failure to file this form by December 31 of this year will result in the administrative dissolution of this limited partnership without further notice from the Secretary of State, pursuant to Minnesota Statutes, section 321.0809.



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

All limited partnerships governed under *Minnesota Statutes*, Chapter 321 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 address are necessary, an amendment along with the annual renewal form and the applicable filing fee is required.

- 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. Partnership Name:** (Required) List the partnership name on file with the Secretary of State's office.
- 4. Registered Agent, Registered Office and Mailing Address:** (Required) List the agent and registered office address in Minnesota.
- 5. Is the Agent for Service an Individual?** (Required if an agent is listed) Check Yes or No accordingly. If you checked "No", provide the name, complete street address (a PO Box is not acceptable), mailing address (if different than 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.
- 6. Designated Office Address:** (Required) List the designated office and mailing address.

Email Address for Official Notices. This email address may also 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.

There is no fee for filing the annual renewal if the entity is active and in good standing. A Limited Partnership that has been administratively dissolved by our office for failure to file an annual renewal, may retroactively reinstate its existence by filing the current year's renewal on paper and paying the reinstatement fee if submitted by mail, an additional \$20 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. - 5 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.

