

# Secretary of State - Minnesota

## 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.**

PDRDcrenewalRev010121

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\*\*\* OFFERING BUSINESS FILING SERVICES FOR A FEE \*\*\*

## INSTRUCTIONS

**Filing fee: \$55 – Reinstatement fee: \$110**

All business corporations governed under Chapter 302A/319B are required to file an annual renewal once every calendar year.

Items 3 and 4 are filed within the articles of incorporation; if there is a change to this information you must amend your articles of incorporation. The amendment form along with the \$70 fee\* must be submitted at the same time as your annual renewal. You cannot use the annual renewal form to make changes to the articles of incorporation. Items 5 through 8 can be changed once a year by filing the annual renewal form with our office.

**PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.**

1. **File Number:** Provide the file number issued by the Minnesota Secretary of State. We can provide this if needed.
2. **Governed under the Laws of the State of:** This form is to be filed only if the state of incorporation is Minnesota.
3. **Corporate Name:** (Required) List the corporate name on file with the Secretary of State's office. If changes to the corporate name are necessary an amendment form and \$70 (includes state statutory and PDR processing fees) must be included with the annual renewal.
4. **Registered Agent, if any and Registered Office Address:** (Required) If changes to the registered agent name or address are necessary an amendment form and \$70 fee (includes state statutory and PDR processing fees) must be included with the annual renewal.
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.
7. **Does the corporation own, lease, or have any financial interest in agricultural land or land capable of being farmed?** This question is optional. Check Yes or No.
8. **Name, daytime telephone number and e-mail address of contact person for the corporation:** Please list a name, daytime telephone number and an e-mail address of a person who can be contacted about this form.

A business corporation that has been statutorily dissolved by the Secretary of State's office may retroactively reinstate its existence by filing the current year's renewal and paying a \$110 statutory reinstatement and PDR processing fee. For your convenience the Secretary of State does provide standard forms for most filings and for an additional \$55.00 fee you may use expedited services to file at the Secretary of State through Paragon (covers statutory and processing fees). Contact us between 9:00 am to 5:00 pm, Monday through Friday (excluding holidays), at (651) 222-6844.

\*Includes state statutory fees and PDR processing fees.

### 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 9:00 - 5:00, 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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