

INSTRUCTIONS



File your business document online by visiting our website at 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 Office of 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. List the corporate ending (i.e., corp; llc; etc.) Enter the File Number given by the Secretary of State's Office, if known.
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.

Filing Fee: \$70.00

- includes statutory fee (\$35) and PDR processing fee (\$35).

Optional:

Expedited Processing*: \$55 (Total fee: \$125) *Includes **expedited** completion and SOS proof of filing, through PDR.

Please submit all items (form and payment) together and mail to the address below:

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 - 4:00, Monday - Friday, excluding holidays)

Make check payable to: Paragon Document Research, Inc.

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.

***** THIS IS NOT A COMMUNICATION FROM A STATE AGENCY *****

***** PARAGON IS A PRIVATE SERVICE COMPANY OFFERING BUSINESS FILING SERVICES FOR A FEE *****