

# Limited Liability Company | Foreign LLC | Annual Renewal

Minnesota Statutes, Section 5.34



**Must be filed by December 31**

**Read the instructions before completing this form.**

**Current Information on File: (If changes are needed, see instructions for further details.)**

1. File Number: \_\_\_\_\_ 2. Home Jurisdiction: \_\_\_\_\_

3. Business Name: (Required) \_\_\_\_\_

4. Alternate Name used in Minnesota, if any: (Foreign Limited Liability Companies Only)  
\_\_\_\_\_

5. Registered Agent and Office Address: (Required)

\_\_\_\_\_  
Street Address (A PO Box by itself is not acceptable) City State Zip

Agent's Name: (if applicable) \_\_\_\_\_

6. Principal Executive Office Address: (Required)

\_\_\_\_\_  
Street Address (A PO Box by itself 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 Address City State Zip

## 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

**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, 322C.0705.**

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

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

## INSTRUCTIONS



All Limited Liability Companies governed under Minnesota Statutes, Section 5.34 are required to file an every calendar year. Filing this Annual Renewal does not satisfy any other legal requirement. If Minnesota require a filing with another office, you must submit that filing separately.

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 \$70.00\* 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.

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 \$70.00\* (statutory and PDR processing fees) filing fee. An amendment for this is necessary for a Minnesota LLC.
4. Foreign Limited Liability 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 \$70\* fee must be filed with the Secretary of State. (covers statutory and PDR processing fees)
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 \$80.00 reinstatement and PDR processing fees. 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 \$55 additional processing fee, per document, for expedited completion and proof of filing through PDR.

**Select one:**

- Annual Renewal: \$65.00 (Includes PDR processing fee)**
- Reinstatement: \$125.00 (Includes Statutory & PDR processing fees)**

**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

(Staffed 8 a.m. – 5 p.m., Monday - Friday, excluding holidays)

Phone Lines: (8 a.m. - 5 p.m., M-F) Metro Area 651-222-6844; Toll-free 1-800-892-4235

*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.

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