

**SECRETARY OF STATE - MINNESOTA**  
**DOMESTIC AND FOREIGN**  
**LIMITED LIABILITY COMPANY ANNUAL RENEWAL**  
Minnesota Statutes, Section 5.34                      Must be filed by December 31

**READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM**

1. File #: (Required) \_\_\_\_\_ 2. This LLC is formed under the laws of: Minnesota

3. Limited Liability Company Name: (Required) \_\_\_\_\_ 4. Alternate Name, if any: (Foreign LLC only) \_\_\_\_\_

5. Registered Office Address: (Required) \_\_\_\_\_

Street: (A PO Box alone is not acceptable) \_\_\_\_\_

Agent's Name: (if applicable): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

6. Principal Executive Office Address: (Required) \_\_\_\_\_

Street: (A PO Box alone 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: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**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 limited liability company own, lease, or have any financial interest in agricultural land or land capable of being farmed?

Yes ☐ No ☐

Name, daytime telephone number and e-mail address of a contact person:

Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

**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, Section 5.34.

## INSTRUCTIONS – Minnesota Limited Liability Company

### **Filing Fee: \$95 (PDR processing fee) - Reinstatement Fee: \$195 (State statutory and PDR processing fees)**

All Limited Liability Companies governed under Minnesota Statutes, Section 5.34 are required to file an annual renewal once every calendar year.

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 \$80\* (statutory and processing) fee 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 or Amendment form sent to you by e-mail, fax, or U.S. Postal Service.

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

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 \$80.00\* (statutory filing and processing) fee. An amendment for this is necessary for a Minnesota LLC.
4. **Foreign Limited Liability Company 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 \$80\* fee must be filed with the Secretary of State.
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.

### **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.

**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.

\* includes state statutory and PDR processing fees.

**Reinstatement Filings:** 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 **\$195. reinstatement fee (statutory 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. Include payment for both documents. **Fill forms out completely where information is requested and required.**

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