Office of the Minnesota Secretary of State

Minnesota Business Corporation | Annual Renewal

Minnesota Statutes, Chapter 302A

Must be filed by December 31

Read the instructions before completing this form.

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

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 dissolution of this corporation without further notice from the Secretary of State, pursuant to *Minnesota Statutes,* section 302A 821.

DcrenewalRev.7/15/2013

Print Reset

INSTRUCTIONS

File your business document online by visiting our website at www.sos.state.mn.us.

All Minnesota business corporations governed under *Minnesota Statutes,* Chapter 302A 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 registered agent and office address are necessary, an amendment form along with the annual renewal form and a $35.00 filing fee is required. Changes to the principal executive office address and chief executive officer's name and address can be made once a year by filing the annual renewal form with our office.

1. File Number: Provide the file number issued by the Minnesota Secretay of State
2. Home Jurisdiction: This form is to be filed only if the state of incorporation is Minnesota.
3. Corporate Name: (Required) List the business name on file with the Secretary of State's office.
4. Registered Office Address and Agent, if any: (Required) List the Registered Office Address and Agent, if any on file with the Secretary of State's office.
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.

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.

There is no fee for filing the annual renewal if the entity is active and in good standing. An entity that has been dissolved by our office for failure to file an annual renewal, may retroactively reinstate its existence by filing the current year's renewal and paying a $25 fee if submitted by mail, $45 for expedited service in-person and online filings.

Please submit all items together and mail to the address below:

FILE IN-PERSON OR MAIL TO:
Minnesota Secretary of State - Business Services
Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100
St Paul, MN 55103
(Staffed 8 a.m. – 4 p.m., Monday - Friday, excluding holidays)

Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-296-2803; Greater MN 1-877-551-6767

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.