



**FOREIGN CORPORATION  
ANNUAL REPORT**  
SECRETARY OF STATE  
SFN 17156 (02-2014)

**2014**

FOR OFFICE USE ONLY

ID Number	
WO Number	
Filed	By



(Corporate Name, Commercial or Noncommercial Registered Agent Name and Address)

**REPORT DUE MAY 15, 2014**

By law, the envelope containing the report must be postmarked on or before May 15, 2014 to be considered timely filed.

**1. FILING FEES:**

- \$25.00 if postmarked on or before May 15, 2014
- \$45.00 if postmarked after May 15, 2014 and on or before August 15, 2014
- \$85.00 if postmarked after August 15, 2014 and on or before May 15, 2015

2. State or Country of Origin

Provisions regarding annual reports are found in North Dakota Century Code Section 10-19.1-146.

3. Business Activities Actually Engaged In (be specific)	4. Telephone Number	5. Federal ID Number
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6. Address of Corporation's Principal Executive Office as Previously Reported (Street/RR, PO Box, City, State, ZIP+4) If incorrect, cross out and correct as necessary. **Address cannot only be a post office box.**

7. OFFICERS AND DIRECTORS OF THE CORPORATION						
OFFICE	NAME	Check box if Officer also serves as Director	COMPLETE MAILING ADDRESS			
			Street/RR	PO Box	City	State ZIP+4
PRESIDENT		<input type="checkbox"/>				
VICE PRESIDENT		<input type="checkbox"/>				
SECRETARY		<input type="checkbox"/>				
TREASURER		<input type="checkbox"/>				
DIRECTOR						
DIRECTOR						
DIRECTOR						
DIRECTOR						
Define						
Define						
Define						
Define						
Define						
Define						

8. Additional Information that affects the Corporation's Authority to Transact Business in North Dakota or this Annual Report

9. "The undersigned has read the foregoing annual report, knows the contents, and believes the information provided is correct. I understand that if I make a false statement in this document, I may be subject to criminal penalties."

Signature	Date
10. Name of Person to Contact about this Report	Email Address
Daytime Telephone Number and Extension, if any	

11. Provide the name and address where the report could be returned if necessary, for corrections, additional information, or payment.

ATTENTION		
Business/Firm Name		
Mailing Address		
City	State	ZIP Code

**12. ELECTRONIC OPTIONS FOR COMPLETING REPORT:**

An exact duplicate of this report, with the same preprinted data and instructions, is available on the Secretary of State's website at [www.nd.gov/sos](http://www.nd.gov/sos). The form is fillable and prompts the filer through the completion of the report, which minimizes errors or omissions. The report can then be printed and sent, along with the appropriate fee, to the Secretary of State.

To access the report, go to [www.nd.gov/sos](http://www.nd.gov/sos) and click on Business Services in the left menu. Then, follow this screen-clicking path: Business Registrations; scroll down to Annual Report Forms, and Foreign Business Corporation Annual Report. On the entity name search screen, enter all or part of the corporation name OR the corporation's ID number located in the box on the top right corner of page 1. When you have found your corporation name, click on the PDF icon in the right column to access the fillable form.

If your corporation prefers the fillable option, you may choose to have a postcard notice sent annually to the corporation's registered agent instead of receiving this entire packet. The postcard notice will be initiated when sufficient interest is demonstrated. The postcard will inform the registered agent that the corporation's annual report is due. It will provide directions to the Secretary of State's website to access the report form and instructions. To select the postcard notification option, please mark the appropriate box following the question.

For future reporting periods, I authorize the Secretary of State to send a postcard informing the corporation that its annual report is due and available on the Secretary of State's website.

Yes  No

Mailing Address: Annual Report Processing Center  
 Secretary of State  
 State of North Dakota  
 PO Box 5513  
 Bismarck ND 58506-5513

Fax Number: 701-328-0106

**FOREIGN CORPORATION ANNUAL REPORT - 2014**

A foreign corporation holding a certificate of authority to transact business in North Dakota must file an annual report. The annual report is due on or before May 15th of each year. If the foreign corporation no longer transacts business in North Dakota and wishes to voluntarily withdraw its authority, contact the Secretary of State's Business Division for information regarding withdrawal. If a corporation chooses not to file an annual report by the due date or withdraw, state law requires the revocation of the authority one year after the report's due date.

State law (N.D.C.C. 10-19.1-146) requires specific information on an annual report. Therefore, please read the following instructions carefully. Even though a corporation's report is submitted, it cannot be considered timely filed until the report contains all of the information required by state law. If the report must be returned for additions or corrections, the foreign corporation may be subject to late filing penalties.

**Corporation Name and Commercial or Noncommercial Registered Agent:** The foreign corporation's name, and the name and address of the commercial or noncommercial registered agent are pre-printed on the form exactly as they are stated in the foreign corporation's Certificate of Authority on record with the Secretary of State. If the foreign corporation has changed its name, or the name or address of its commercial or noncommercial registered agent, do not make any changes on the form to the pre-printed corporate name or to the agent's name or address. By law, a foreign corporation is only allowed to change its legal corporate name in North Dakota by filing an Application for Amended Certificate of Authority. A foreign corporation may change the name or address of the commercial or noncommercial registered agent by filing an Application for Amended Certificate of Authority or the Commercial/Noncommercial Registered Agent/Office Statement of Change (form is available from Secretary of State's website at [www.nd.gov/sos](http://www.nd.gov/sos)).

**Instructions:** The following numbered instructions correspond to the numbers on the form.

1. The filing fee is:  
 \$25.00 if the report is postmarked on or before May 15, 2014  
 \$45.00 if postmarked after May 15, 2014 and on or before August 15, 2014  
 \$85.00 if postmarked thereafter but on or before May 15, 2015.

Payment of the fees may be made by credit card (VISA, MasterCard, or Discover) or checks payable to the Secretary of State for negotiable United States funds.

An annual report may be faxed to the Secretary of State when payment has already been made to the Secretary of State, or is accommodated with the credit card authorization form at the bottom of page 4 of the form. When faxing an annual report, maintain the fax transmission log as proof the report was faxed.

2. The state or country of origin of the corporation has been preprinted on the form. Do not make changes to the state or country of origin.
3. Describe the specific business activities in which the corporation is actually engaged in North Dakota if not already preprinted as previously reported. You may change the description of the purpose if not correctly stated. "Any lawful business" or "general business purposes" cannot be accepted.
4. A telephone number for the corporation is required. The number as previously reported is preprinted on the form. Change the number if no longer correct.
5. While the federal ID number is not required to be disclosed, a corporation's Federal ID number is helpful for maintaining accurate records. Please provide, if you have one.

**PRIVACY:** In compliance with N.D.C.C. Section 10-19.1-149.1, social security or Federal ID numbers are not disclosed to the public. They are used by the Secretary of State to maintain accurate corporate files. Therefore, while voluntary disclosure is requested, failure to do so will not result in rejection of the document.

6. The address of the corporation's principal executive office is preprinted as previously reported to this office. If this address is no longer correct, cross out the incorrect address and provide the correct complete address. A complete address must include a street or rural address, a post office box (if applicable), the city and state, and a ZIP code with 4-digit extension. The address cannot only be a post office box.
7. List the names and complete mailing addresses of the officers and directors. If the space provided is not adequate, attach a list of additional names.
8. Provide any information that affects the corporation's authority to transact business in North Dakota, or this annual report.
9. The report must be signed and dated by a person authorized by the corporate articles or bylaws, or by a resolution approved by the Board of Directors.
10. Provide the name, email address, daytime telephone number, and extension, if any, of the person to contact for any issues related to this report. The email address is not disclosed to the public; this information is privatized in accordance with N.D.C.C. Section 44-04-18.21.

**INSTRUCTIONS FOR COMPLETING PAGE 2:**

To process your annual report more efficiently, please provide the following information. It is not a part of the report's legal requirements and will not be retained as a part of the public record. However, it may allow the Secretary of State's staff to make contact with the right person, either by telephone or e-mail, for expediting additions or corrections to the annual report form without returning it to the filer. If the report must be returned to the filer by regular mail, the following information will make it possible to send it directly to the filer's contact person who can provide a timely response. Occasionally, returned reports are misplaced or misdirected within a filer's office, which sometimes results in the assessment of a late filing fee. Volunteering the requested information may prevent that from happening and result in faster processing of your report.

**FOREIGN CORPORATION ANNUAL REPORT - 2014**

11. Provide the name and mailing address where the Secretary of State should return the report, if necessary, for corrections, additional information, or payment.

12. **READ CAREFULLY!** Mark the box to elect postcard notification instead of a paper form packet when future annual reports are due.

**ASSISTANCE:** If assistance is required to complete the annual report, contact the Secretary of State.

**FAX FILING:** The document and Credit Card Payment Authorization may be faxed to 701-328-0106. A faxed filing does not expedite the process of the document in the office of the Secretary of State. When faxing an annual report to the Secretary of State, maintain the fax transmission log as proof that the annual report was timely filed.

**EMAIL:** Email is not a secure utility for the transmission of private information or credit card authorizations. **DO NOT EMAIL YOUR DOCUMENT TO THE SECRETARY OF STATE.**

**MAILING INSTRUCTIONS:** Send the completed annual report to:

Annual Report Processing Center  
 Secretary of State  
 State of North Dakota  
 PO Box 5513  
 Bismarck ND 58506-5513

Telephone: 701-328-4284

Toll Free: 800-352-0867 (ext 328-4284)

Fax: 701-328-0106

Web Site: [www.nd.gov/sos](http://www.nd.gov/sos)



**CREDIT CARD PAYMENT AUTHORIZATION**  
 SECRETARY OF STATE  
 SFN 51478 (4-2012)

(All items required to complete transaction)

			Amount Authorized	
Name			Telephone Number	
Address		City	State	ZIP Code
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover			Signature (Required by Credit Card Companies)	
Account Number		CSC Number *	Card Expires Month    Year	Date

\* (CSC is the three-digit security code on the back of your card by the signature)