DOMESTIC AND FOREIGN NONPROFIT CORPORATION ANNUAL REPORT SECRETARY OF STATE SFN 50879 (12-2016)

1. (Corporate name, commercial or noncommercial registered agent name and address)

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Yes

ID #:	
WO #:	
Filed:	Ву:

For Office Use Only

REPORT DUE JANUARY 31, 2017

By law, the envelope containing the report must be postmarked on or before January 31, 2017 to be considered timely filed.

2. FILING FEES:

- \$10.00 if postmarked on or before January 31, 2017
- \$15.00 if postmarked after January 31, 2017

3. State or country of origin	

TYPE OR PRINT LEGIBLY

SEE INSTRUCTIONS FOR FEES, FILING, AND MAILING INFORMATION.

noncommercial registered agent or commercial registered agent and address correct?

For reference, see North Dakota Century Code, Section 10-33-139.

No - Complete page 2 of this form.

5. Business activities actually engaged in (be specific)				6. Federal tax code by which tax exemption is recognized, if any				
7. Address of principal executive office as previously reported (street/RR, PO box, city, state, ZIP+4) If incorrect, cross out and correct as necessary. Street address <u>MUST</u> be provided; may not be only a post office box.				8. Federal ID number				
						9. Telephone number		
10.	OFFICERS A	AND DIRECTOR	RS OF THE CORF	PORATION				
Officer also serves				ition does not h	ave three directors, s	see instructions ESS	s.	
OFFICE	NAME	as director	Street/RR	PO Box	City	State	ZIP+4	
PRESIDENT								
VICE PRESIDENT								
SECRETARY/ TREASURER								
SECRETARY								
TREASURER								
DIRECTOR								
DIRECTOR								
DIRECTOR								
If needed, attach sheet to add names of additional directors.								
11. "I, the undersigned, have read the foregoing annual report, know the contents, and believe the statements made to be true. I understand that if I make a false statement in this document, I may be subject to criminal penalties."								
Signature				Date				
12. Name of person to contact about this document Email address			Daytime telephone i	number				

4. The name and address of the noncommercial registered agent or commercial registered agent appear below the corporate name above. Is the name of the

COMMERCIAL OR NONCOMMERCIAL REGISTERED AGENT/OFFICE STATEMENT OF CHANGE

Complete this page only if changing the name of the commercial registered agent or noncommercial registered agent and/or address of the registered agent listed in number 1 on page 1.

Registered agent provisions are found in North Dakota Century Code Chapter 10-01.1.

13.A. Name of new commercial registered agent in North Dakota	OR	13.B. Name of new <u>noncommercial</u> registered agent in <u>North Dakota</u> (or new name of current noncommercial registered agent)			
13.C. Consent of the newly appointed registered agent has been obtained: No (naming a party as registered agent w involuntary termination or revocation of the	ne organiz	ation). See instructions.		Agent not changing	
14.A. New address of the <u>noncommercial</u> registered agent named in 13.B. (I agent's physical address in North Dakota.) If applicable for mailing purposes					
Physical address		PO box			
City		State ZIP code			
 14.B. Change of address is: Appointment of a new commercial or noncommercial registered ag New location for current noncommercial registered agent Postal reassignment, rezoning, or implementation of 911 address 	ent				
14.C. Is the address in number 14.A the same address as the principal exec	cutive offic	e for the corporation named in	numbe	er 1 on page 1?	
 15. If a new commercial registered agent or a new noncommercial manager, or other individual authorized by the organization named current noncommercial registered agent is changing or the noncom registered agent may sign the statement. "As required by state law, I certify that: The new commercial registered agent or new noncommercial appointed by a resolution as required by state law, and wand on page 1; Consent has been obtained from the newly appointed commercial registered agent can be address where the noncommercial registered agent can be a the undersigned has read the foregoing statements, knowed the Secretary of State is authorized to correct numbers 13 a false statement in this document, I may be subject to crirest the undersigned is authorized to sign the statement." 	cial regis as adopte mercial or mercial or rent or no e located as the con 3.A, 13.B	er 1 on page 1 may sign this egistered agent has change tered agent named in numed by the governing structure or noncommercial registers ewly appointed noncommed during normal business hontents thereof, and believes, and 14.A if not correctly registered to the correctly registered agent	s state ed its r per 13 re of the d agen roial repurs; s the sa	ment. If only the address of the name, then the noncommercial A or 13.B, if applicable, was e organization named in number at; gistered agent is the same	
Signature				Date	

MAILING INSTRUCTIONS: Send the completed annual report and fee 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 (option 2) Fax: (701) 328-0106 Website: <u>sos.nd.gov</u>

NONPROFIT CORPORATION ANNUAL REPORT - 2017

A nonprofit corporation is a legal entity created under the laws of North Dakota. Each year, it must file an annual report and verify its continued existence as a nonprofit corporation. This year's annual report for nonprofit corporations is due on or <u>before</u> January 31st. If the nonprofit corporation is no longer active and wishes to voluntarily dissolve itself as a legal entity, contact the Secretary of State for information regarding the dissolution process. If a nonprofit corporation chooses not to file an annual report by the due date, state law requires the involuntary dissolution of the corporation one year after the report's due date.

State law (N.D.C.C. Section 10-33-139) requires specific information on a nonprofit corporation's 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.

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

1. CORPORATE NAME: The corporation's name is preprinted on the form exactly as it is stated in the corporation's Articles of Incorporation or Certificate of Authority on record with the Secretary of State. If the corporation has changed its name, do not make any changes on the form to the preprinted name. By law, a domestic corporation is only allowed to change its legal corporate name in North Dakota by filing an Amendment to its Articles of Incorporation or in the case of a foreign corporation, file an Amended Certificate of Authority Application. Forms to change the corporate name are available from the Secretary of State's website at sos.nd.gov or contact the office.

NONCOMMERCIAL REGISTERED AGENT OR COMMERCIAL REGISTERED AGENT AND ADDRESS: The name and address below the corporate name is that of the noncommercial or commercial registered agent on file with the Secretary of State. By law, all corporations must continuously maintain a registered agent and have the name and address of that agent on file with the Secretary of State. If the noncommercial or commercial registered agent or the address of the agent has changed, do not make any changes in number 1. Complete page 2 of the form.

2. The filing fee is:

\$10.00 if the report is postmarked on or before January 31, 2017 \$15.00 if postmarked after January 31, 2017

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

NONREFUNDABLE FEE: State law provides that annual report filing fees and late filing fees are nonrefundable when a corporation submits an annual report and fails to provide sufficient information or fees to enable the Secretary of State to file the annual report. The nonrefundable fees are credited to the state general fund.

- 3. 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.
- 4. Indicate in the box whether or not the name and address listed for the noncommercial or commercial registered agent in number 1 is correct. If the answer is no, do not cross out or make changes to number 1 on the form. To make changes to either the name or address of the agent, you must complete page 2 of the form.
- 5. Describe the specific purpose or activities in which the corporation is actually engaged in North Dakota.
- 6. If the nonprofit corporation has a federal tax exempt status, and it has been previously reported, the federal tax code (e.g., 501(c)(3)) under which the tax exemption is recognized has been preprinted. If not previously reported, please provide. Leave blank if the corporation does not have a federal tax exemption.
- 7. 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. If the corporation doesn't maintain an office, provide the address of one of the corporation's officers. 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 be only a post office box.
- 8. 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 10-33-142.1, 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.

- 9. A telephone number for the corporation is required. If the corporation does not maintain an office, the telephone number for a corporate officer must be listed. The number as previously reported is preprinted on the form. Change the number if no longer correct.
- 10. List the names and complete mailing addresses for the president and secretary and any other officers. Quite often, the secretary and treasurer are the same person. If an individual serves in more than one position, list the same name for each office or use ditto marks. By law, a North Dakota nonprofit corporation must have at least three directors (an officer may also serve as a director) unless the corporation has less than three voting members. If the corporation does not maintain a particular officer, please note "N/A" next to the officer title. 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. A foreign (out-of-state) corporation should reflect its officers and directors as required by the laws of the jurisdiction where organized.
- 11. The report must be signed and dated by a person authorized by the corporation's articles or bylaws, or by a resolution approved by the Board of Directors. If the corporation or foreign corporation is in the hands of a receiver or trustee, it must be signed on behalf of the corporation or foreign corporation by the receiver or trustee.
- 12. Provide the name, email address, daytime telephone number, and extension, if any, of the person to contact for any issues related to this report. Having a contact person will save you time and money if this office has questions or needs additional information for filing the report. The email address and telephone number are not disclosed to the public in accordance with N.D.C.C. Section 44-04-18.21.

NONPROFIT CORPORATION ANNUAL REPORT - 2017

A commercial registered agent must be registered as a commercial registered agent with the North Dakota Secretary of State. The appointed agent can verify its status as a commercial registered agent from its acknowledged filing and from the list of commercial registered agents maintained on the Secretary of State's website at sos.nd.gov.

A noncommercial registered agent may be one of the following:

- a. An individual residing in North Dakota,
- b. A domestic or foreign corporation, or
- c. A domestic or foreign limited liability company.

A corporation or limited liability company, appointed as a noncommercial registered agent <u>must be registered with the Secretary of State, be in good standing, and have a business address in North Dakota</u>. If a corporation or limited liability company is named as a noncommercial registered agent, provide the "correct" name of the organization.

13.A. If a commercial registered agent is being appointed, provide the correct name as registered with the North Dakota Secretary of State. If the name in number 13.A is not the same as registered by the commercial registered agent, the name will be corrected by the Secretary of State when the document is reviewed.

OR

- 13.B. If a noncommercial registered agent is being appointed, provide the correct name. If another corporation or limited liability company is appointed as registered agent and the name of that organization in number 13.B is not the same as registered, the name will be corrected by the Secretary of State when the document is reviewed.
- 13.C. Check "Yes" or "No" to indicate whether the organization has obtained consent from a newly appointed commercial or noncommercial registered agent or select "Agent not changing." Proof of the approval is not required to be filed with the Secretary of State. Be advised, the Secretary of State has the authority to remove an agent appointed without consent and to dissolve or revoke an organization that fails to maintain a registered agent.
- 14.A. Only complete this section if you are making a change to the <u>noncommercial</u> registered agent's address or have a newly appointed <u>noncommercial</u> registered agent. The address <u>must include the noncommercial registered agent's physical address (street or rural address), a post office box if <u>applicable, the city and the state, and a ZIP code with its 4-digit extension</u>. The physical address <u>cannot</u> be only a post office box. Even if a noncommercial registered agent uses a post office box for mailing purposes, the law still requires the physical address for service of process purposes. Leave this line blank if a commercial registered agent is appointed. If a commercial registered agent is named in 13.A and an address is provided in 14.A, the address will be removed by the Secretary of State.</u>
- 14.B. Indicate the appropriate reason for the Statement of Change.
- 14.C. Indicate whether the address in number 14.A is also the address of the principal executive office of the organization named in number 1 on page 1 (leave blank if 14.A is blank).
 - 15. The Commercial or Noncommercial Registered Agent/Office Statement of Change must be signed and dated. If number 13.A or 13.B is completed appointing a new commercial or noncommercial registered agent, the organization named in number 1 must authorize the appointment by resolution and an officer, a manager, a partner, or an individual authorized by the organization, must sign the Commercial or Noncommercial Registered Agent/Office Statement of Change. If the current noncommercial registered agent is changing its name or its address as indicated in number 13.B or 14.A, the noncommercial registered agent may sign the Commercial or Noncommercial Registered Agent/Office Statement of Change.

CHARITABLE SOLICITATION REGISTRATION: If the nonprofit corporation is soliciting funds, it may need a Charitable Solicitation Registration if it does not already have it filed. Contact the Secretary of State's Licensing Unit at (701) 328-3665 if you need information regarding Charitable Solicitation Registration.

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 Secretary of State's office. 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.

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Telephone: (701) 328-4284 Toll-Free: (800) 352-0867 (option 2) Fax: (701) 328-0106 Website: <u>sos.nd.gov</u>

CREDIT CARD PAYMENT AUTHO SECRETARY OF STATE SFN 51478 (01-2016)	RIZATION		Amount
Name			Telephone Number
Address	City	State	ZIP Code
Card Type Visa MasterCard Discover	American Exp	ress	Signature (required by credit card companies)
Account Number	CSC Number* Card Expire	es (MMYY)	Date