

# Corporate Regulatory Committee

## CORPORATE ANNUAL REPORT



ENTITY FILE DATE: 10/15/2010  
REGISTRY NUMBER

AMOUNT: \$238.00  
RETURN BY 01/31/2012, TO ALLOW ADEQUATE  
PROCESSING TIME

T3 P1 395

Pursuant to Oregon 60.787 Annual report, each domestic corporation, and each foreign corporation authorized to transact business in this state, shall by its anniversary deliver to the office for filing an annual report, with the following information.

Important; Print or Type names and addresses of any additional officers / directors on a separate sheet and attach.

Business Address: \_\_\_\_\_ Business email: \_\_\_\_\_  
City, State and Zip: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Business Description : \_\_\_\_\_  
email **MUST** be included

Registered Agent Name: \_\_\_\_\_ Agent has been changed to the following: \_\_\_\_\_  
Agent Address: \_\_\_\_\_  
The new Agent Consents to Appointment  
 Entity has been notified in writing of change

President Name: \_\_\_\_\_ Secretary Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State and Zip: \_\_\_\_\_ City, State and Zip: \_\_\_\_\_  
Treasurer Name: \_\_\_\_\_ Director Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State and Zip: \_\_\_\_\_ City, State and Zip: \_\_\_\_\_

COMPLETE THE FROM NOW, THE SECRETRY OF STATE MAY COMMENCE A PROCEEDING UNDER ORS 60.651 TO ADMINISTRATIVELY DISSOLVE A CORPORATION IF, CORPORATIONS DOES NOT DELIVER ITS ANNUAL REPORT TO THE SECRETARY OF STATE WHEN DUE. THIS SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENT AGENCY AND THIS OFFER IS NOT BEING MADE BY ANY AGENCY OF THE GOVERNMENT.

Return this form no Later than January 31, 2012 to : Corporate Regulatory Committee  
1118 Lancaster Drive # 369  
Salem, Oregon 97301

Check in the amount of \$238.00

By my Signature, I give authorization to CRC to submit and cause to file with the Oregon Secretary of State, my Annual Report. I declare as an authorized authority, that the above information has been examined by me and is, to the best of my knowledge and belief, true, correct and complete.

Signature

Print Name

# INSTRUCTIONS FOR COMPLETING FORM

## GENERAL INSTRUCTIONS

1. Complete all requested information on the form and make corrections where necessary. Failure to provide information may mean insufficient time for processing and or late filing of your Annual Report. If necessary attach separate sheet of paper to provide the requested information or the names of additional officers /directors.
2. Respond by the date indicated on the front of the form to ensure Corporate Regulatory Committee has enough processing time to prepare the required documents to file your Annual Report with the Secretary of State Corporate Division. If you do not pay the proper fee in a timely manner you may loose Corporate existence, if you do not pay the required filing fee and file the proper Annual Report documents with the Secretary of State Corporate Division by the Annual Due Date, the Secretary of State may commence to Administratively Dissolve your Entity under ORS 60.651
3. No Legal Advice. Corporate Regulatory Committee cannot provide legal advice. If you need Legal Services please consult with an Attorney who handles Corporate matters. Corporate Regulatory Committee is a private non-governmental business providing annual report filing services to owners of Corporations. We are not affiliated with the Secretary of State Corporate Division or any Government Agency. \*\*\*If you have already submitted your Annual Report with the Secretary of State Corporate Division, please disregard this. Your Secretary of State may or may not notify you of your Annual Report due date.
4. Refund Policy. Refunds are available upon written request, simply submit a refund request by mail to our mailing address, once the request is received the refund will be processed within 5-7 business days.
5. Ineligible Renewal. Entity may be ineligible for Renewal without paying additional fees, each Entity has been required to file annually, failure to have filed your annual report has caused the Oregon Secretary of State to assess you with late fees. In order to bring your Entity back into Active status additional fees will be required by the Oregon Secretary of State, notice will be sent to the Entity address along with payment instructions should your Entity require additional fees.

## LINE BY LINE INSTRUCTIONS

1. Annual Report. The Corporation / LLC name is registered with the Secretary of State Corporation Division
2. Business Information: Corporation business information, Physical Address and Mailing Address, this is the street address on the Secretary of State Corporate Divisions records for your business. Email is mandatory the Secretary of State Corporate Division will be forwarding the filed Annual Report to this email address. Include your business description.
3. Agent Information. Please complete with name and address of the Agent, this will be on the Secretary of State Corporate Division.
4. Officer Information. Include Officers full Names and Addresses, if additional officers include on separate sheet of paper the additional officer and / or directors.
5. Enclose your completed form and check made payable to Corporate Regulatory Committee or CRC in the amount of \$238.00 indicated in the front of the form.
6. Signature, sign and print your name on the bottom of the form, stating that the information provided is true and correct and that you give authorization to Corporate Regulatory Committee to submit and file with the Secretary of State Corporate Division the Annual Report.