



2019



**DOMESTIC AND FOREIGN NONPROFIT
CORPORATION ANNUAL REPORT**
SECRETARY OF STATE
SFN 50879 (12-2018)

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

REPORT DUE JANUARY 31, 2019

By law, the envelope containing the report must be postmarked on or before January 31, 2019 to be considered timely filed.

2. FILING FEES:

- \$10.00 if postmarked on or before January 31, 2019
- \$15.00 if postmarked after January 31, 2019

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

TYPE OR PRINT LEGIBLY

SEE INSTRUCTIONS FOR FEES, FILING, AND MAILING INFORMATION.

3. System ID#
4. State or country of origin

5. The name and address of the noncommercial registered agent or commercial registered agent appear below the corporate name above. Is the name of the noncommercial registered agent or commercial registered agent and address correct? <input type="checkbox"/> Yes <input type="checkbox"/> No - Complete page 2 of this form.	
6. Brief statement of the activities in which the corporation is actually engaged in North Dakota	7. Section of Internal Revenue Code by which tax status is established
8. 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.	9. Telephone number

10. OFFICERS AND DIRECTORS OF THE CORPORATION							
<ul style="list-style-type: none"> • A North Dakota nonprofit corporation must provide a president, a secretary, and any other officers. If officer serves in more than one position or corporation does not maintain a particular officer, see instructions. • A North Dakota nonprofit corporation must provide at least three directors. If the corporation does not have three directors, see instructions. • For foreign nonprofit corporations, see instructions. 							
OFFICE	NAME	Check box if officer also serves as director	Street/RR	COMPLETE MAILING ADDRESS PO Box	City	State	ZIP+4
PRESIDENT		<input type="checkbox"/>					
VICE PRESIDENT		<input type="checkbox"/>					
SECRETARY/ TREASURER		<input type="checkbox"/>					
SECRETARY		<input type="checkbox"/>					
TREASURER		<input type="checkbox"/>					
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 number

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 noncommercial registered agent in North Dakota (or new name of current noncommercial registered agent)	
13.C. Consent of the newly appointed registered agent has been obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No (naming a party as registered agent without prior consent may result in involuntary termination or revocation of the organization). See instructions. <input type="checkbox"/> Agent not changing				
14.A. New address of the noncommercial registered agent. (It cannot be only a post office box. It must include the noncommercial registered agent's physical address in North Dakota.) If applicable for mailing purposes, a post office box can be added to the physical address.				
Physical address		PO box		
City		State	ZIP code	
14.B. Change of address is: <input type="checkbox"/> Appointment of a new commercial or noncommercial registered agent <input type="checkbox"/> New location for current noncommercial registered agent <input type="checkbox"/> Postal reassignment, rezoning, or implementation of 911 address				
15. If a new commercial registered agent or a new noncommercial registered agent has been named in number 13.A or 13.B, an officer, manager, or other individual authorized by the organization named in number 1 on page 1 may sign this statement. If only the address of the current noncommercial registered agent is changing or the noncommercial registered agent has changed its name, then the noncommercial registered agent may sign the statement. "As required by state law, I certify that: <ul style="list-style-type: none">• The new commercial registered agent or new noncommercial registered agent named in number 13.A or 13.B, if applicable, was appointed by a resolution as required by state law, and was adopted by the governing structure of the organization named in number 1 on page 1;• Consent has been obtained from the newly appointed commercial or noncommercial registered agent;• The new address in number 14.A, if applicable, for the current or newly appointed noncommercial registered agent is the same address where the noncommercial registered agent can be located during normal business hours;• The undersigned has read the foregoing statements, knows the contents thereof, and believes the same to be true;• The Secretary of State is authorized to correct numbers 13.A, 13.B, and 14.A if not correctly reflected; and I understand that if I make a false statement in this document, I may be subject to criminal penalties; and• The undersigned is authorized to sign the statement."				
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

NONPROFIT CORPORATION ANNUAL REPORT - 2019

Each year, a nonprofit corporation must file an annual report and verify its continued existence. If the corporation is no longer active and wishes to voluntarily dissolve itself as a legal entity or, in the case of a foreign corporation, withdraw from transacting business in North Dakota, contact the Secretary of State for information. One year after the report due date, if a corporation has not filed an annual report, state law requires the involuntary dissolution or, in the case of a foreign corporation, revocation of its certificate of authority.

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 for filing, it cannot be considered timely filed until the report contains all of the information required by state law. A rejected report may result in late filing penalties.

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. Contact the Secretary of State for information regarding the filing of a name change.

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, 2019
\$15.00 if postmarked after January 31, 2019

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 nonprofit corporation's system ID# has been preprinted on the form. Do not make changes to the system ID#.
4. 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.
5. 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.
6. Provide a brief statement of the activities in which the corporation is actually engaged in North Dakota.
7. Provide the section of the Internal Revenue Code by which tax status is established (e.g., 501(c)(3)). If previously reported, the tax code section under which the tax status has been established has been preprinted. Leave blank if not applicable.
8. 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.
9. Provide the telephone number for the corporation. If the corporation does not maintain an office, the telephone number for a corporate officer may 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. 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 - 2019

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 must be registered with the Secretary of State, be in good standing, and have a business address in North Dakota. 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 noncommercial registered agent's address or have a newly appointed noncommercial registered agent. The address must include the noncommercial registered agent's physical address (street or rural address), a post office box if applicable, the city and the state, and a ZIP code with its 4-digit extension. The physical address cannot 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.
- 14.B. Indicate the appropriate reason for the Statement of Change.
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, 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 ORGANIZATION REGISTRATION STATEMENT: If the nonprofit corporation is soliciting funds, it may need to file a Charitable Organization Registration Statement. Contact the Secretary of State's Licensing Unit at (701) 328-3665 for information regarding a Charitable Organization Registration Statement.

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.**

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 (choose menu item 2, then option 4)

Fax: (701) 328-0106

Website: sos.nd.gov

**CREDIT CARD PAYMENT AUTHORIZATION**

SECRETARY OF STATE

SFN 51478 (01-2016)

Name			Amount		
Address			Telephone Number		
City		State	ZIP Code		
Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express			Signature (required by credit card companies)		
Account Number		CSC Number*	Card Expires (MMYY)	Date	

*Three-digit (Visa, MasterCard, or Discover) or four-digit (American Express) security code