



**DOMESTIC AND FOREIGN LIMITED LIABILITY  
COMPANY ANNUAL REPORT 2014**

SECRETARY OF STATE  
SFN 50060 (09-2014)



(Limited Liability Company Name, Commercial or Noncommercial Registered Agent Name and Address)

ID Number	
WO Number	
Filed	By

**REPORT DUE NOVEMBER 17, 2014**

**1. FILING FEES:**

**\$50.00** if postmarked on or before  
**November 17, 2014**  
**\$100.00** if postmarked after  
**November 17, 2014**

2. State or Country of Origin
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**TYPE OR PRINT LEGIBLY OR USE ELECTRONIC FILING OPTION (see Number 11)**

Annual report provisions are found in the N.D.C.C. Section 10-32-149.

**SEE INSTRUCTIONS FOR FEES, FILING AND MAILING INFORMATION**

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

7. **MANAGERS AND GOVERNORS, OR MANAGING MEMBERS OF THE LIMITED LIABILITY COMPANY**

A North Dakota limited liability company must provide managers (officers) and governors (directors) consisting of a President, Secretary, Treasurer and Governor **OR** provide the managing members. **DO NOT PROVIDE BOTH**

MANAGERS	NAME	GOVERNORS	COMPLETE MAILING ADDRESS			
			Street/RR	PO Box	City	State ZIP+4
PRESIDENT		<input type="checkbox"/>				
VICE PRESIDENT		<input type="checkbox"/>				
VICE PRESIDENT		<input type="checkbox"/>				
SECRETARY/ TREASURER		<input type="checkbox"/>				
SECRETARY		<input type="checkbox"/>				
TREASURER		<input type="checkbox"/>				
GOVERNOR						
GOVERNOR						

**OR**

North Dakota Limited Liability Companies - Complete this portion only if no managers and no governors are listed above.

MANAGING MEMBER		
MANAGING MEMBER		

8. "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
9. Name of Person to Contact about this Report	Email Address
	Daytime Telephone Number and Extension, if any

10. 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

**11. 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: scroll down to Annual Report Forms, and North Dakota Limited Liability Company or Foreign Limited Liability Company. Scroll down on the respective screen and select the report for the current year. On the entity name search screen, enter all or part of the LLC name OR the LLC ID number located in the box on the top right corner of page 1. When you have found your LLC 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 LLC'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 LLC'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 LLC 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

**DOMESTIC AND FOREIGN LIMITED LIABILITY COMPANY ANNUAL REPORT - 2014**

The annual report must conform to the requirements of North Dakota Century Code, Section 10-32-149. Submission of the report does not constitute "filing" the annual report. It is imperative that the report be completed in its entirety according to the following instructions. If the report must be returned for additions or corrections, the limited liability company may be subject to late filing penalties.

**LIMITED LIABILITY COMPANY NAME:** The limited liability company's name is pre-printed on the form exactly as it is stated in the limited liability company's Articles of Organization or in the Certificate of Authority of a foreign limited liability company. By law, a limited liability company may only change its legal name by filing an amendment to the Articles of Organization or an amended Certificate of Authority of a foreign limited liability company. Forms are available from the Secretary of State's website at [www.nd.gov/sos](http://www.nd.gov/sos) or contact the Secretary of State.

**COMMERCIAL OR NONCOMMERCIAL REGISTERED AGENT/AGENT'S ADDRESS:** By law, all limited liability companies must continuously maintain a commercial or noncommercial registered agent and have the name and address of that agent on file with the Secretary of State. The name pre-printed under the limited liability company name at the top of the report is the name of the commercial or noncommercial registered agent currently on file with the Secretary of State. A Commercial or Noncommercial Registered Agent/Office Statement of Change form is enclosed to be completed if the limited liability company needs to change either the agent or the address of the agent. If a change is not required to either the agent or the agent's address, the Commercial or Noncommercial Registered Agent/Office Statement of Change form can be discarded.

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

1. **DUE DATE:** The report is due on or before November 17, 2014.

**FILING FEE:**

\$50.00 if the report is postmarked on or before November 17, 2014

\$100.00 if postmarked after November 17, 2014.

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.

**NONREFUNDABLE FEE:** North Dakota law provides that annual report filing fees and late filing fees are nonrefundable when a limited liability company 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. (N.D.C.C. Section 10-32-150)

2. The state or country of origin of the limited liability company has been preprinted on the form. Do not make changes to the state or country of origin.
3. Provide the specific business activities in which the limited liability company is actually engaged in North Dakota if not already pre-printed as previously reported. You may change the business activity on the form if not correctly stated. "Any lawful business" or "general business purposes" cannot be accepted.
4. To properly maintain limited liability company records, the Federal ID number is requested.

**PRIVACY:** In compliance with N.D.C.C. Section 10-32-153.1, the disclosure of the Federal ID number on this form is voluntary. The number is not disclosed to the public. The number is used by the Secretary of State to maintain accurate limited liability company files. Therefore, while voluntary disclosure is requested, failure to do so will not result in rejection of the annual report.

5. A telephone number of the limited liability company is required. The telephone number of the limited liability company's executive office as previously reported is preprinted on the form. Change the number if no longer correct.
6. The address of the limited liability company's executive office is preprinted as previously reported to this office. Complete if blank, or if this address is no longer correct, cross out the incorrect address and provide the correct complete address. This address may not be only a post office box.
7. A North Dakota limited liability company may be governed by managers (officers) and a board of governors (directors) **OR** by managing members.
  - When governed by managers (officers), provide the president, secretary, a treasurer, and one or more vice presidents as may be prescribed in the bylaws or operating agreement. Any number of managerial positions or functions of those positions may be held or exercised by the same person. When an individual serves in more than one position, make some indication on the report either by note, ditto marks, or some similar indication.
  - When operating with managers, provide at least one governor by checking the box for "Governor" or adding the name and address in the "Governor" line.
  - When managed by a board of governors, the report **should not** reflect managing members.
  - When member-managed, a North Dakota limited liability company **does not** have governors. If the limited liability company is member-managed, provide the name and address of the managing members (one or more) in the "Managing Member" line.

A foreign (out-of-state) limited liability company should reflect its managers and governors or managing members as required by the laws of the jurisdiction where organized.
8. The report must be dated and bear the signature of someone authorized by the limited liability company articles, bylaws or agreement, or by a resolution approved by the board of governors or members.
9. Provide the name, e-mail 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, if the report must be returned to the filer for additions or corrections, the following information will make it possible to send it direct 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. Your volunteering the requested information may prevent that from happening and result in faster processing of your report.

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

