COGENCYGLOBAL®

Fill out form, then click here to send it by e-mail to COGENCY GLOBAL

If you are using Acrobat Reader, you must print & fax this form.

REGISTERED AGENT CONTACT INFORMATION FORM

Company Name:

Is this a Benefit Corporation? ☐ Yes ☐ No

Principal business office address *(required)*:

Your Reference Information (OPTIONAL)

Client/Matter Number:

Name of Partner/Attorney in Charge

Telephone: Fax:

Affiliated/Parent Company (if applicable):

State(s) where this entity is appointing **COGENCY GLOBAL INC.** as agent:

Fiscal Year End *(to ensure correct calculation of next annual/periodic report due date in Entity Central® for certain states):* _____

LEGAL MATTERS TO: ***(PROVIDE PHYSICAL ADDRESS – NO P.O. BOX!)***

Company/Firm:

Address:

City, State, Zip:

*Contact Person's Name *(see note)*:

Phone:

Fax:

Email Address:

AVOID COSTLY TAX DELINQUENCIES OR DELAYS IN DELIVERY OF SERVICE OF PROCESS BY COMPLETING AND RETURNING THIS FORM IMMEDIATELY

TAX NOTICES TO: ☐ *check if same as above*

Company/Firm:

Address:

City, State, Zip:

Contact Person's Name

Phone:

Fax:

Email Address:

RENEWAL INVOICES TO: ☐ *check if same as above*

Company/Firm:

Address:

City, State, Zip:

Contact Person's Name

Phone:

Fax:

Email Address:

IMPORTANT NOTE: There are several states, see attached important jurisdictional information, that require by statute that the Registered Agent maintain in its records the name, address and phone number of a ***natural person*** (i.e., John Smith) or records maintenance person as the "Communications Contact" for the entity for law enforcement purposes.

WE WILL CONSIDER YOUR DESIGNATED CONTACT PERSON FOR *LEGAL MATTERS* TO BE THE COMPANY'S "COMMUNICATIONS CONTACT" FOR THIS PURPOSE unless you check the box below and indicate otherwise.

☐ Communications Contact is:

Person's Name:

Company:

Address:

City:

State: Zip:

Phone:

Fax:

e-mail address:

Your Name (required):_____ Phone:_____ Date:_____

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Website: COGENCYGLOBAL.COM e-mail: CHANGES@COGENCYGLOBAL.COM

IMPORTANT NOTICE REGARDING
DELAWARE, INDIANA, KENTUCKY, NEVADA, OKLAHOMA and WYOMING

Please complete the attached fillable PDF Registered Agent Contact Information Form. It is important that this be completed and returned to COGENCY GLOBAL as soon as possible (see link on Contact Form).

In addition to completing the contact information to ensure timely delivery of important tax notices and Service of Process, please note there are a number of states, including **Delaware, Indiana, Kentucky, Nevada, Oklahoma** and **Wyoming** that require that domestic and/or foreign entities provide their registered agent or the Secretary of State with the name, business address and business telephone number of a *natural person* who is designated the "communications contact" and authorized to receive communication from the Registered Agent.

If an entity fails to provide the required information, the agent is required to resign to protect its authority to serve as an agent in these jurisdictions.

***Please note that pursuant to Delaware law, the designated communications contact is required to know, or know how to contact, the appropriate business person with the entity should there be a request for the names and addresses of the entity's members or partners.*

WYOMING DOMESTIC ENTITIES ONLY

In addition, **Wyoming** domestic entities are <u>required</u> to provide to either their registered agent or to the Wyoming Secretary of State the (I) names and addresses of all Directors, Officers or Managers or persons serving in a similar capacity; *and* (II) the name, business address and business telephone number of a *natural person* who is designated the "communications contact" and authorized to receive communication from the registered agent.

If an entity fails to provide the required information, the agent is required to resign to protect its authority to serve as an agent in **Wyoming.**

NEVADA

Nevada has specific records maintenance requirements for domestic and/or foreign entities depending on which type of entity is formed or qualified. Please contact your COGENCY GLOBAL service specialist for more information specific to your entity type.

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