

THE INCORPORATORS LTD.

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Newark, DE 19711
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www.theincorporators.com

REGISTERED AGENT FEE – Every business entity chartered in Delaware MUST maintain a Registered Agent in the State under Delaware Corporate Law. *Our *Annual Registered Agent Fee is currently \$99.00* and is always due on or before the anniversary date of our representation. **You will receive an invoice by mail approximately 45 days prior to the due date.** Payment may be made by fax, mail or online at www.theincorporators.com.

Failure to pay the invoice within 90 days of the due date will result in a late fee being applied. The Incorporators Ltd. reserves the right to file a Certificate of Resignation of Registered Agent with the State of Delaware for any invoice that remains unpaid 120 days past the due date. Notice of our intent to resign will be mailed to the last known address of the entity at least 30 days prior to filing of the Certificate of Resignation as required by Delaware Law. You will be required to obtain a new agent and file a renewal if your charter is revoked.

CONTACT PERSON - Must be a natural person. This person will be responsible for receiving correspondence from our office, including but not limited to Registered Agent invoices, Annual Delaware Franchise Tax notices and Service of Process. The contact person must have access to Company Management/Director/Shareholder/Membership information. All corporate/company documents, future invoices and State of Delaware Franchise Tax notices will be forwarded to this address. You may use a P.O. Box; however, you must also provide a street address.

Failure to maintain current contact information with our office, including but not limited to Contact Person, mailing and street address, telephone number(s) and email will result in The Incorporators Ltd. filing a Certificate of Resignation of Registered Agent with the State of Delaware.

STATE OF DELAWARE ANNUAL FRANCHISE TAX REPORT - Corporate Annual Report and Franchise Tax Payments - All corporations in the State of Delaware are required to file an Annual Report and to pay a franchise tax. All alternative entities in the State of Delaware are required to pay a franchise tax. **Corporate Taxes and Annual Reports are to be received no later than March 1st of each year. Alternative Entity Taxes are to be received no later than June 1st of each year.** You will receive notice by mail prior to the due date. The Incorporators Ltd. also sends a reminder email *as a courtesy to our clients*. For more information about Franchise Taxes and Annual Reports, visit the Division of Corporations website, www.corp.delaware.gov and click on Taxes in the information menu. Report filings and tax payments may be made at the Division of Corporations website, or at our website, www.theincorporators.com. Check payments may not be mailed to the Registered Agent for processing – they must be mailed to the address on the State notice. Check payments received in our office will be returned to sender. Any penalties/interest incurred due to late payment as a result of payments being mailed to the Registered Agent address will be the responsibility of the entity.