

Non Participating Tobacco Company Registered Agent Designations

[N.C.G.S. Chapter 105-113.24](#)

Frequently Asked Questions

Here are some answers to questions we receive frequently from the public about Non Participating Tobacco Company Registered Agent Designations. We provide this for informational purposes only. It does not constitute legal advice.

Please READ THIS:

DO NOT include personal identifying information within any document you file with the Department or the Corporations Division. Examples of personal identifying information are: Date of birth, Social Security Number or Federal Identification Number (also called an EIN), and residential address (**unless that address will be the registered agent office address of the entity**).

1. I am an out of state cigarette distributor. What do I have to do to designate an agent for the service of process?

There are 3 ways you can designate an agent for the service of process. You can:

- a. File an NC Department of Revenue form, [Form B-A-28](#) ;
- b. Send us a letter, on company letterhead, designating the name and address of your NC Registered Agent; or
- c. Use our Secretary of State form, BE-05 (form)

[Click here to find the forms.](#) You want the form BE-05.

2. What are the forms with fees provided by the Secretary of State's Office?

Form	Fee	Name
BE-05	\$5.00	Designation of Registered Agent/Address
BE-06	\$5.00	Statement of Change of Registered Agent/Address
BE-07	No fee	Statement of Resignation of Registered Agent
BE-12	\$5.00	Agent's Statement of Change of Registered Address

[Click here](#) to link to the Business Entity Forms.

3. How do I contact you or submit a document to you ?

Telephone	919-807-225
Fax	919-807-2063
E-mail	corpinfo@sosnc.com
US Postal Service	NC Department of the Secretary of State ATTN: Document Compliance Unit PO Box 29622 Raleigh, NC 27626-0622

**Hand Delivery or
Delivery Service**

NC Department of the Secretary of State
ATTN: Document Compliance Unit
2 South Salisbury Street
Raleigh, NC 27601