

Notice of Grounds for Administrative Dissolution

Revised 2024



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About the Notice of Grounds for Administrative Dissolution Manual

This manual gives an overview of all the pages and features of the Notice of Grounds section of the Secretary of State Knowledge Base (aka. SOSKB or KB) website.

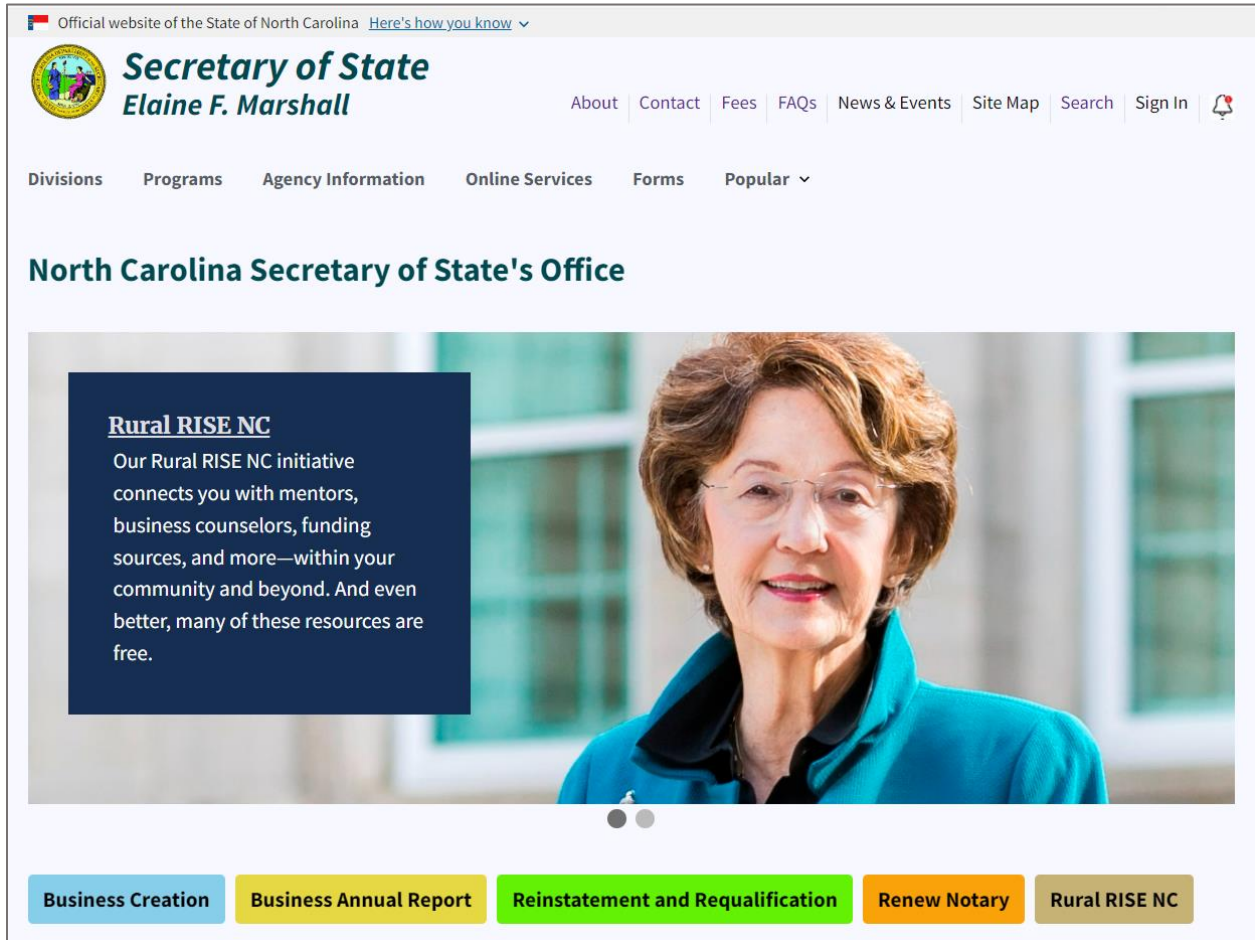


Figure 1. NC Secretary of State's Home Page

Notice of Grounds for Administrative Dissolution

This manual gives an overview of the pages and features of the **Notice of Grounds** section of the Secretary of State Knowledge Base (aka. SOSKB or KB) website.

Who is this manual for?

Business owners in North Carolina who have received a Notice of Grounds from the North Carolina Secretary of State's Office. This manual will explain why you are receiving this notice and what you can do to reactivate your business.

Structure of this manual

- In Section I, we provide an overview of the Notice of Grounds and how you can get back into business after receiving one.
- In Section II, we explain how to file a delinquent annual report.
- In Section III, we cover the steps for reinstating your business in North Carolina.
- In Section IV, we cover the steps for requalifying your foreign (out-of-state-based) business in North Carolina.

In a Nutshell

Your company received a Notice of Grounds for Administrative Dissolution due to missing annual reports. To avoid administrative dissolution, submit the required reports within 60 days.

Section 1.

Overview

What is a Notice of Grounds?

The **Notice of Grounds for Administrative Dissolution** is sent to companies who failed to comply with the annual report requirement to maintain their listing in the NC Business Registry. If a business fails to send in their annual reports, the Business Registration Division sends them a Notice of Grounds (NOG) notice (postcard) warning them of possible dissolution of their business. See **Figure 2**.

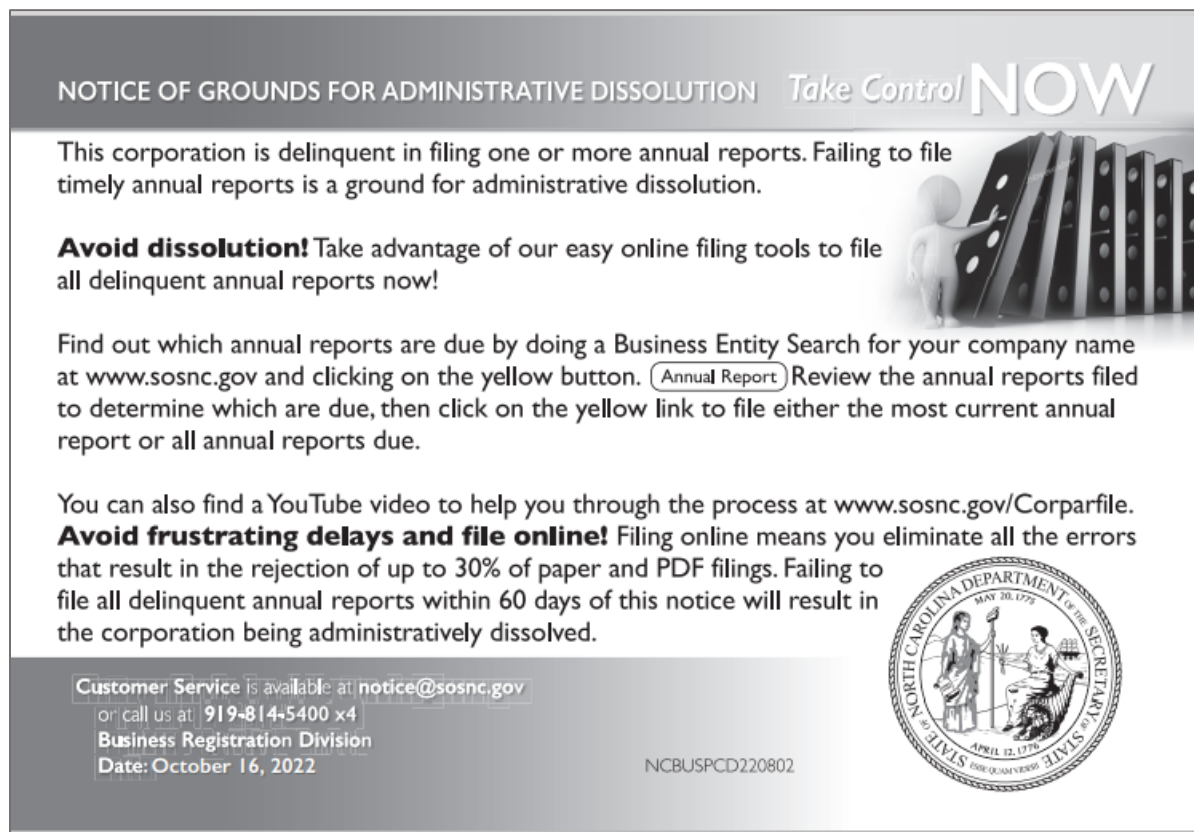


Figure 2. Notice of Grounds postcard

You received the notice because your business is missing at least one annual report.

Annual reports are due on the 15th day of the fourth month following the fiscal year end. For example, if your fiscal year ends in December, your annual report is due by April 15.

Please take action promptly—it's easier to file a delinquent annual report than to reinstate a corporation after dissolution or revocation.

If you choose to ignore the Notice of Grounds, then you will receive a Certificate of Administrative Dissolution. See **Figure 3**.



Figure 3. Certificate of Administrative Dissolution

Reasons for Notice of Grounds for Administrative Dissolution

If you've received a Notice of Grounds for Administrative Dissolution/Revocation from the North Carolina Secretary of State, it typically means that there are issues with your business registration that need to be addressed. This notice is a **warning** that your business entity may

be administratively dissolved or revoked if the issues are not resolved within a specified time frame.

The common reasons for receiving such a notice include failing to file an annual report, not maintaining a registered agent, or non-compliance with other state requirements.

What to Do

To address this notice, you should:

1. Review the specific grounds mentioned in the notice.
2. File overdue annual reports.
3. Correct any compliance issues as outlined by the Secretary of State.

You can file the necessary documents and annual reports online at the North Carolina Secretary of State's website, which is often faster and more efficient than mailing them in.

See [Section 3](#) on page 16 of this manual for detailed instructions for filing your delinquent annual reports.

It's important to act promptly to ensure that your business remains in good standing with the state.

Delinquent Annual Reports

What is an annual report?

An annual report is a document that every business corporation operating in North Carolina is required to file directly with the North Carolina Secretary of State on a yearly basis. This report provides critical information about the company's operations and compliance status.

It's a report that all business corporations doing business in North Carolina must file each year directly with the North Carolina Secretary of State. You can file an annual report online at sosnc.gov and pay the \$25 fee.

Why do I have to file an annual report?

In North Carolina, the law requires companies to file an **Annual Report** with the Secretary of State. Starting from tax year 2017, **all** corporate annual reports must be filed directly with the Secretary of State's Office in North Carolina. You can no longer send them to the North Carolina Department of Revenue with your tax return. This change streamlines the process and ensures that all annual reports are submitted consistently through the Secretary of State's office.

The annual report includes essential information about the company that the public has the right to know. The details typically required in the report are:

- The **name and address** of your Registered Agent

- The **location** of the company's headquarters
- A **telephone number** where the company can be reached
- The **names and addresses** of the company officials

The Annual Report ensures transparency and provides the public with the ability to contact and learn more about the entities with which they do business.

What if I didn't profit from my business this year? Do I still need to turn in an annual report?

Yes. The annual report is due regardless of the activity level or profit level of the corporation. Remember, the annual report is **not** a financial statement. It is a separate report that **all** business corporations are required to file. Filing a tax return with the North Carolina Department of Revenue does not satisfy this requirement.

Consequences of Administrative Dissolution

The consequences of administrative dissolution for a business in North Carolina can be significant. Here are some key points to consider:

Loss of Corporate Benefits: An administratively dissolved company may lose the benefits of being incorporated, such as limited liability protection for its owners.

Name Availability: If the company is administratively dissolved, it may lose the right to use its business name.

Legal Standing: The dissolved entity may not be able to sue or be sued in the state's courts as a recognized business entity.

Reinstatement Process: To cure administrative dissolution, a company must apply for reinstatement and correct all statutory requirements that led to the dissolution.

Filing Fees: There are fees associated with the reinstatement process, including a \$100 application fee and additional fees for any overdue annual reports.

Note: It's important to consult with an attorney to understand the full implications of administrative dissolution for your specific business. Acting promptly to address the issues can help mitigate these consequences.

(Source: North Carolina Secretary of State Frequently Asked Questions).

https://www.sosnc.gov/frequently_asked_questions/by_title/Business_Registration_Administrative_Dissolution_Process_Administrative_Dissolution

What happens if I'm no longer operating my business and I don't formally dissolve my LLC?

If you neglect to formally dissolve your LLC, even if it's no longer operational, you may still be liable for annual report fees, taxes, fines, or penalties related to non-compliance laws in North Carolina. Moreover, the business remains legally in existence until the state confirms its dissolution, potentially exposing you to liability issues. To avoid these consequences, consider filing the Articles of Dissolution with the North Carolina Secretary of State promptly.

Articles of Dissolution is the form that officially closes the company on the Secretary of State's records. If your company is a foreign entity, (that is, formed in a state outside of North Carolina), you must file an **Application for Certificate of Withdrawal** to withdraw from our records.

How do I know which annual report is missing?

You should have one report for each year beginning the year **after** the company was created.

For example, Test, Co. incorporated in 2021. Its fiscal year ends in December.

To be current, it should have 3 Annual Reports on file:

1. Year 2022 – for fiscal year end 12/31/2021 – Due 4/15/2022
2. Year 2023 – for fiscal year end 12/31/2022 – Due 4/15/2023
3. Year 2024 – for fiscal year end 12/31/2023 – Due 4/15/2024

Finding Your Previously Submitted Annual Reports

Go to the NC Secretary of State's home page at: sosnc.gov

Click **Business Annual Report**.

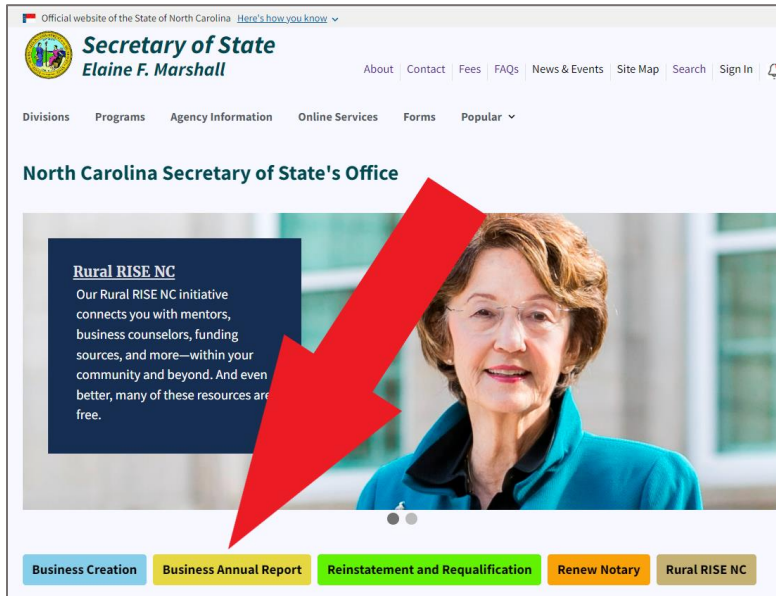


Figure 4. A red arrow points to the "Business Annual Report" button

This takes you to the **Search Business Registration** page.

The image shows the "Search Business Registration" page. At the top, there is a breadcrumb trail: "Home > Business Registration > Search Business Registration". The main heading is "Search Business Registration". Below this, there is a search form with three main sections: "Search for" with a dropdown menu set to "Company By Name", "Words" with a dropdown menu set to "Starting With", and "Organizational name(Required)" with a text input field. A blue "Search" button is located below the input fields. At the bottom of the form, there is a link: "Search for Assumed Names(Doing Business As/DBA)".

Figure 5. Search Business Registration tool

Enter the **organizational name** of your business. See **Figure 5**.

Click **Search**.

The Search Results display the company name, status, and entity type. In **Figure 6**, we see that the Sample company has an SOS ID number beside its name. The status “Admin. Dissolved” and the entity type “Business Corporation” are below the name.

Click the plus sign at the right to expand the tile.

More information about the company displays in the expanded tile along with several links.

Select **View Filings**.

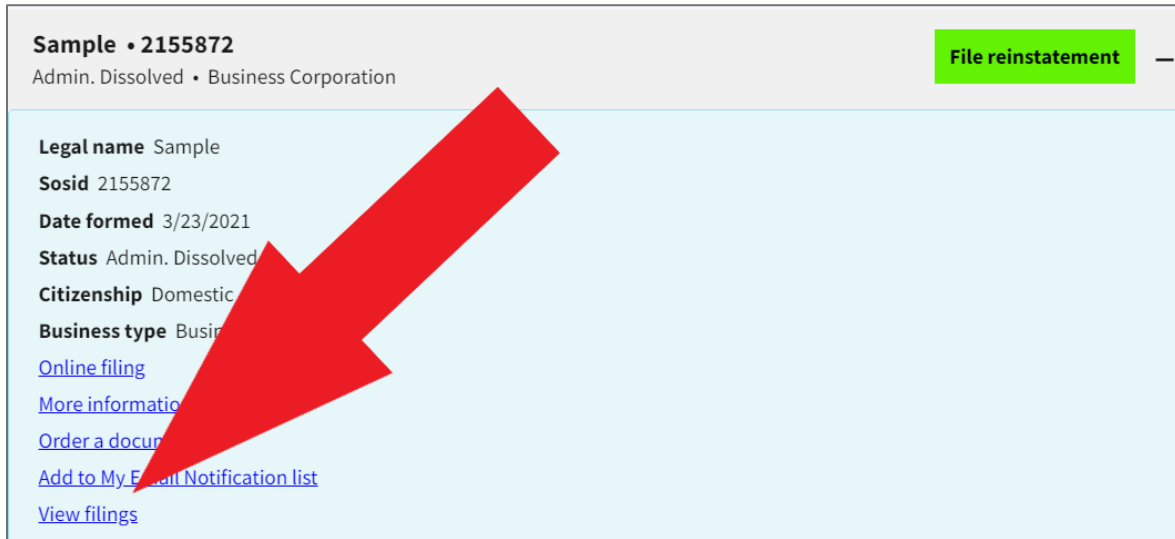


Figure 6. A red arrow points to the "View Filings" link

The Search Results display all of the annual reports and other documents you have filed in the past with the NC Secretary of State.

Each filing is listed with a date, Document ID number, and filing type.

Scroll to the bottom of the Search Results.

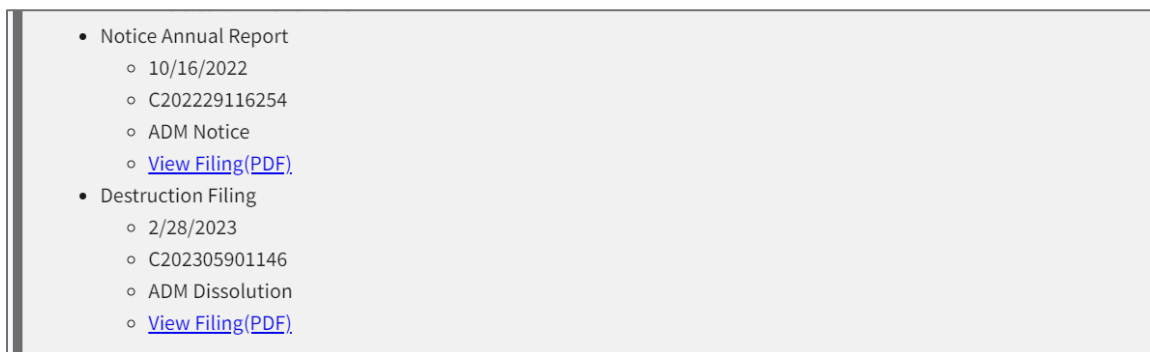


Figure 7. Bottom of Search Results

At the bottom, you can see the Notice of Grounds which is listed as “Notice Annual Report.”

The Notice of Grounds for Administrative Dissolution's PDF is shown in **Figure 8**.

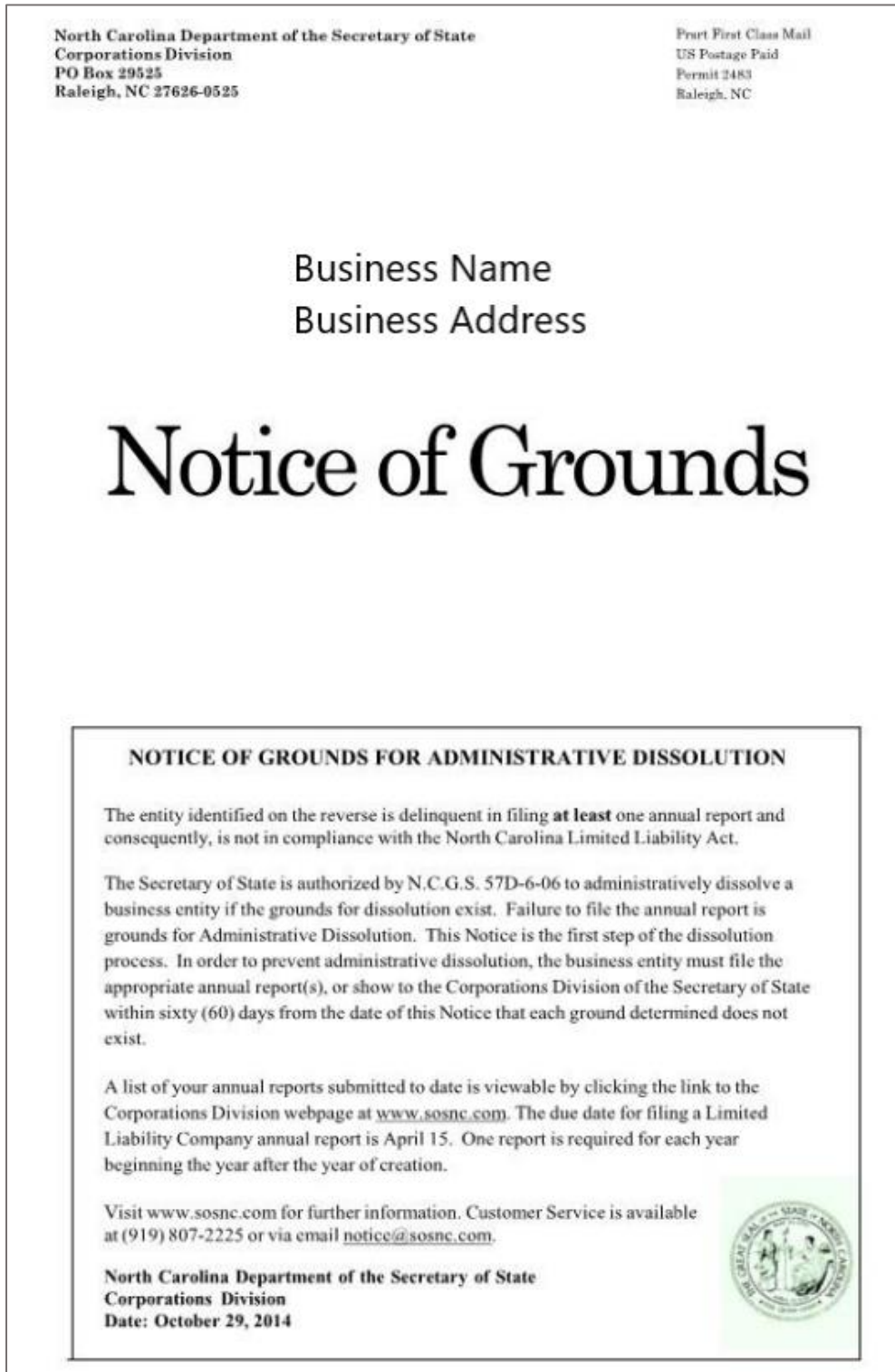


Figure 8. Notice of Grounds for Administrative Dissolution

If your company has already been administratively dissolved, you will see a “Destruction Filing” listed.

Select the PDF to see a downloadable and printable image of the Certificate of Administrative Dissolution. See **Figure 9**.

	State of North Carolina Department of the Secretary of State
CERTIFICATE OF ADMINISTRATIVE DISSOLUTION	
I, Elaine F. Marshall, Secretary of State, as mandated by law, do hereby certify that	
Business Name	
has been administratively dissolved pursuant to the procedure set forth in N.C.G.S. Section 57D-6-06 for failure to file an annual report effective as of the date set forth hereunder.	
A Limited Liability Company administratively dissolved under N.C.G.S. Section 57D-6-06 may apply to the Secretary of State for reinstatement by complying with the procedure set forth in the N.C.G.S. Section 57D-6-06.	
	This the 5th day of February, 2015 <i>Elaine F. Marshall</i> Elaine F. Marshall Secretary of State
Document Id: C201503616280	

Figure 9. Certificate of Administrative Dissolution

Registered Agent Information

How do I find my registered agent's information?

To find your registered agent's information in North Carolina, follow these steps:

- 1. Search Online:** Visit the [North Carolina Secretary of State Business Registration Search](https://sosnc.gov/online_services/search/by_title/search_Business_Registration) page. You can search for your registered agent by business name or entity type. The URL for the search page is: https://sosnc.gov/online_services/search/by_title/search_Business_Registration
- 2. Registered Agent Responsibilities:** The registered agent's sole duty is to forward any legal notices, process, or demands to the last known address of your business entity. They must continuously maintain a physical registered office in North Carolina where they can receive these documents on your behalf. Acceptance of these documents at the agent's registered office is considered legal notice, and they must promptly forward them to your business.
- 3. Keep Information Updated:** Ensure that your registered agent's contact information is up-to-date. If you are your own registered agent (and reside in North Carolina), make sure your details are accurate.

Remember, timely communication with your registered agent is crucial to maintaining compliance and avoiding administrative dissolution. If you need to make changes to your registered agent information, follow the appropriate procedures through the Secretary of State's website.

Timeline

How many days do I have since receiving my Notice of Grounds before being administratively dissolved?

In North Carolina, if your business receives a Notice of Grounds for Administrative Dissolution from the Secretary of State, you have **60 days** to address the issues specified in the notice. See the date on **Figure 8** on page 10 for an example. If the grounds for dissolution are not corrected or if you cannot demonstrate that the grounds do not exist within this period, the Secretary of State will proceed with the administrative dissolution of your business. Source: [NC Gen Stat § 57D-6-06 \(2013\)](#)

It's important to take prompt action to resolve any issues to avoid dissolution. If you need to file an annual report or correct any other compliance issues, make sure to do so before the 60-day deadline.

Source: 2013 North Carolina General Statutes Chapter 57D - North Carolina Limited Liability Company Act. Article 6 - Dissolution. Section 57D-6-06 - Administrative dissolution.

Statutes

What statutes govern Notice of Grounds and Administrative Dissolution?

North Carolina General Statutes Chapter 57D - North Carolina Limited Liability Company Act.
Article 6 - Dissolution. Section 57D-6-06 - Administrative dissolution

If a revoked business tries to conduct business in North Carolina without authority, the consequences are explained in NC G.S. § 55-15-02. This law outlines the consequences for foreign corporations transacting business in the state without proper authorization which can include liabilities and penalties.

You can find this law at:

https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_55/GS_55-15-02.pdf

Steps to Take

What do I do if I receive a Notice of Grounds?

1. **Review the Notice of Grounds** – Go to Section 2.
2. **File your delinquent annual report(s)** – Go to Section 3.
3. **File for reinstatement (if your business is already dissolved)** – Go to Section 4.

Section 2.

Review the Notice of Grounds

First of all, review the notice and pay attention to the instructions. See **Figure 10**.


North Carolina Department of the Secretary of State Corporations Division PO Box 29525 Raleigh, NC 27626-0525	First Class Mail US Postage Paid Permit 2483 Raleigh, NC
Business Name Business Address	
<h1>Notice of Grounds</h1>	
NOTICE OF GROUNDS FOR ADMINISTRATIVE DISSOLUTION	
The entity identified on the reverse is delinquent in filing at least one annual report and consequently, is not in compliance with the North Carolina Limited Liability Act.	
The Secretary of State is authorized by N.C.G.S. 57D-6-06 to administratively dissolve a business entity if the grounds for dissolution exist. Failure to file the annual report is grounds for Administrative Dissolution. This Notice is the first step of the dissolution process. In order to prevent administrative dissolution, the business entity must file the appropriate annual report(s), or show to the Corporations Division of the Secretary of State within sixty (60) days from the date of this Notice that each ground determined does not exist.	
A list of your annual reports submitted to date is viewable by clicking the link to the Corporations Division webpage at www.sosnc.com . The due date for filing a Limited Liability Company annual report is April 15. One report is required for each year beginning the year after the year of creation.	
Visit www.sosnc.com for further information. Customer Service is available at (919) 807-2225 or via email notice@sosnc.com .	
North Carolina Department of the Secretary of State Corporations Division Date: October 29, 2014	

Figure 10. Notice of Grounds for Administrative Dissolution

Now, that you have reviewed the NOG, it's time to submit delinquent annual reports. The following section explains how to file an annual report with the NC Secretary of State's Office.

Annual Report Filing

Introduction

The purpose of this manual is to provide guidance to those interested in filing an annual report with the North Carolina Secretary of State. It includes step-by-step instructions for filing annual reports online with the North Carolina Secretary of State's Office. The manual is intended for businesses and corporations in North Carolina.

Background

Every business corporation, limited liability company, limited liability partnership, and limited liability limited partnership is required to file an annual report with the Secretary of State's Office. The annual report provides the state with updated information about the business, including its ownership structure, financial status, and other details. Filing an annual report is important because it helps the state maintain accurate records of businesses operating within its jurisdiction.

If a business ignores the requirement to file an annual report, the state may dissolve the business.

Requirements

To file an annual report with the North Carolina Secretary of State, you can either file it online or by mail. The online process is simple and involves the [step-by-step instructions](#) outlined in this book.

The annual report filing fee for different business entities can be found at [Forms \(sosnc.gov\)](#).

The deadline for filing the annual report is **April 15th** of each year.

Section 3.

Annual Report Filing

If you are missing an annual report, submit it directly to the NC Secretary of State's Office. It is preferable that you do this through our online process for a quicker resolution.

Step-by-Step Instructions for Filing an Annual Report

You can access the online Annual Report Filing process by starting with [Search Business Registration](#) or by clicking on the **Business Annual Report** button on the NC SOS home page. See **Figure 11**.

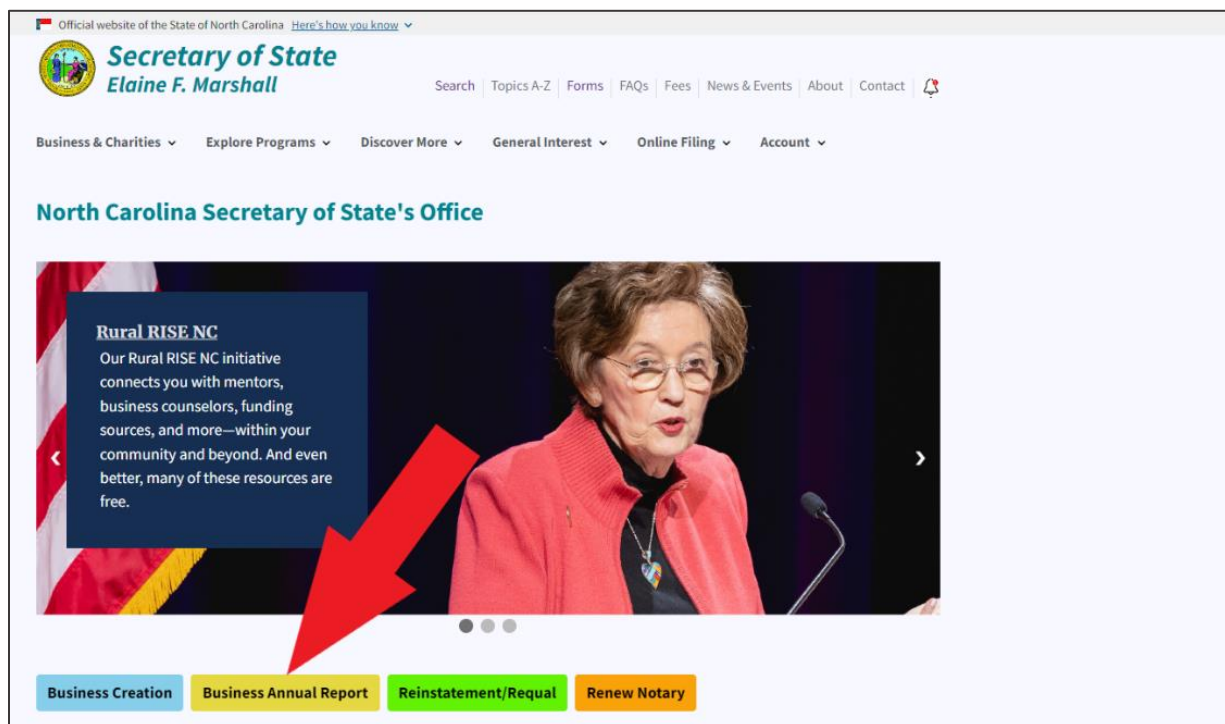


Figure 11. Select Business Annual Report button

Both methods take you to the Search Business Registration tool. See **Figure 12**.

[Home](#) > [Business Registration](#) > Search Business Registration

Search Business Registration

Search for

Company By Name

Search type

Organization

Words

Starting With

Search text

Search

Figure 12. Search Business Registration tool

Enter your business name in the **Search Text** field.

For this example, we entered “ABCD.”

Click **Search**.

This takes you to the search results page where you will find your business listed with others alphabetically. See **Figure 13**.

Search Results

Records Found 53

Words Starting with **Organization Name** Abcd **Search Time** 12/21/2023 09:43 AM

Key Organization Name (SOSID)
Status • Organization Type

[Search Again](#)

Abc Test Co. • 0355407 Reserved Name • Business Corporation	+
Abcd, Inc. • 1616265 Current - Active • Business Corporation	File Annual Report +
Abcd Aviation, Inc. • 05030093 Admin. Dissolved • Business Corporation	File Reinstatement +
West Co. • 0352615 Multiple • Business Corporation	+
Abc Day School, Inc. In Process • Business Corporation	+

Figure 13. Search Results

Click the yellow **File Annual Report** button beside the name of your business. See **Figure 14**.

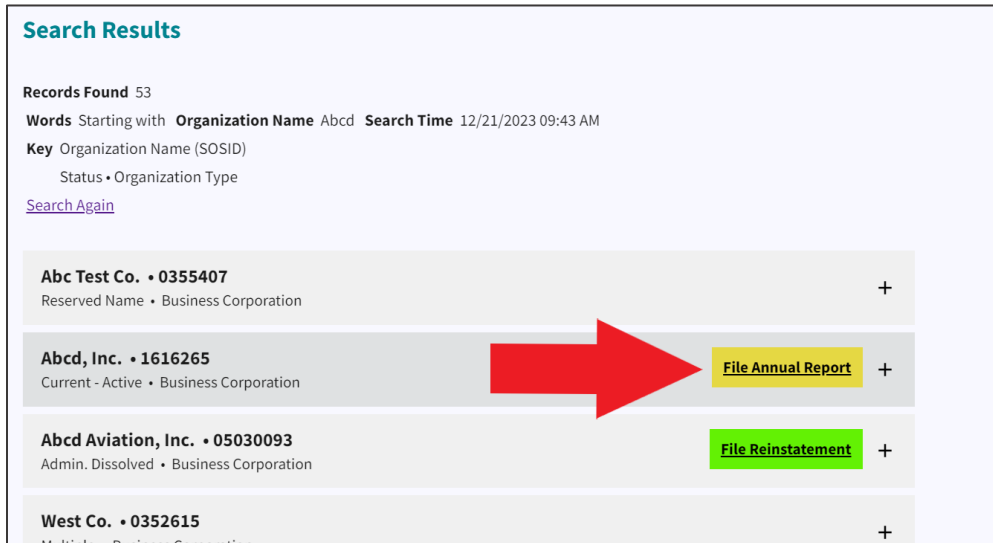


Figure 14. Click File Annual Report button

This takes you to a list of previous annual report submissions.

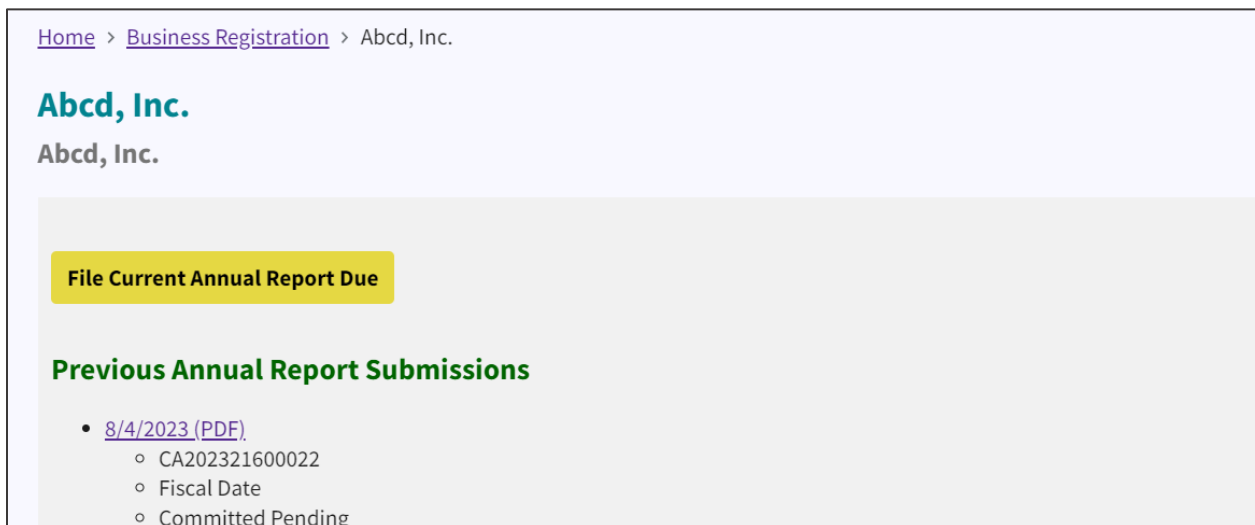


Figure 15. Previous Annual Report Submissions

Click the yellow **File Current Annual Report Due** button. See **Figure 15**.

This takes you to the certification page where you will certify the entity you are filing for and certify that you are authorized to file the annual report for the entity. See **Figure 16**.

[Home](#) > [Business Registration](#) > Annual Report

Annual Report

Abcd, Inc.

Abcd, Inc. (1616265)

Garner NC 27529

I certify that:

The above company is the entity I intend to file an annual report for.

I am authorized to file an annual report for the above company.

[Back](#) [Next](#)

Figure 16. Certify authorization to file

Select both check boxes.

Click **Next**.

Select the fiscal year and month for the filing. See **Figure 17**.

[Home](#) > [Business Registration](#) > Annual Report

Annual Report

Abcd, Inc.

Report Date

Select the fiscal year end month and year you are filing for.

December

Fiscal end year(s) *

2022

[Back](#) [Next](#)

Figure 17. Select fiscal year end month and year for the filing

Click **Next**.

This takes you to the **Veteran Owned** question page.

Home > Business Registration > Annual Report

Annual Report

Abcd, Inc.

Veteran Owned

The next few questions are to capture data regarding veteran owned small businesses.

Is 50% or more of this company owned by a U.S. Military veteran?

No

Back Next

Figure 18. Veteran Owned question

Figure 18 shows the screen for selecting “No” to the question “Is 50% or more of this company owned by a U.S. Military veteran?”

Figure 19 shows the screen for selecting “Yes” to the question.

Veteran Owned

The next few questions are to capture data regarding veteran owned small businesses.

Is 50% or more of this company owned by a U.S. Military veteran?

Yes

Is 50% or more of this company owned by a **disabled** U.S. Military veteran?

Are the net receipts of this company less than \$1,000,000?

Back Next

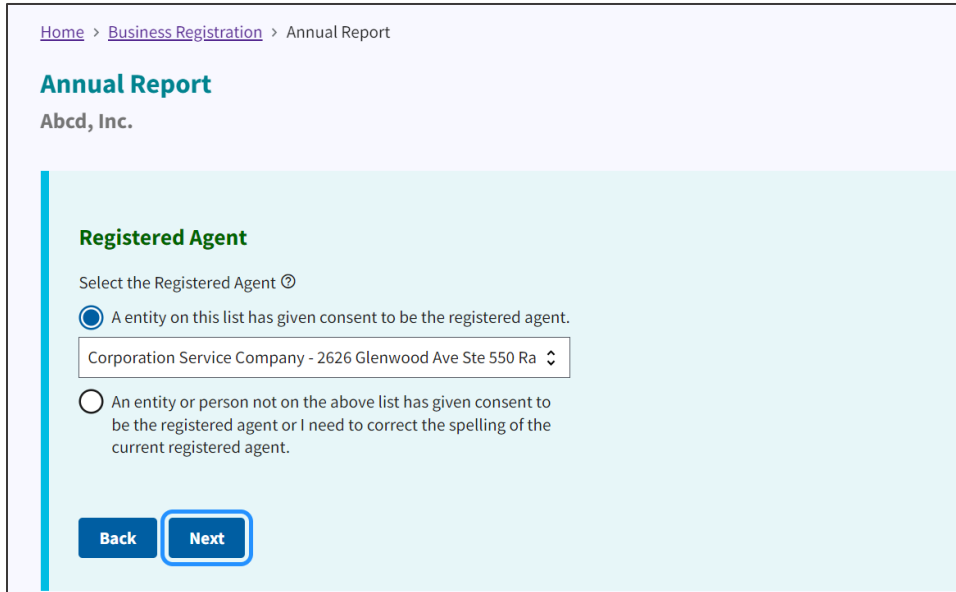
Figure 19. Yes option

Answer “Yes” or “No.”

For this example, we selected “**No.**”

Click **Next**.

This takes you to the **Registered Agent** page. See **Figure 20**.



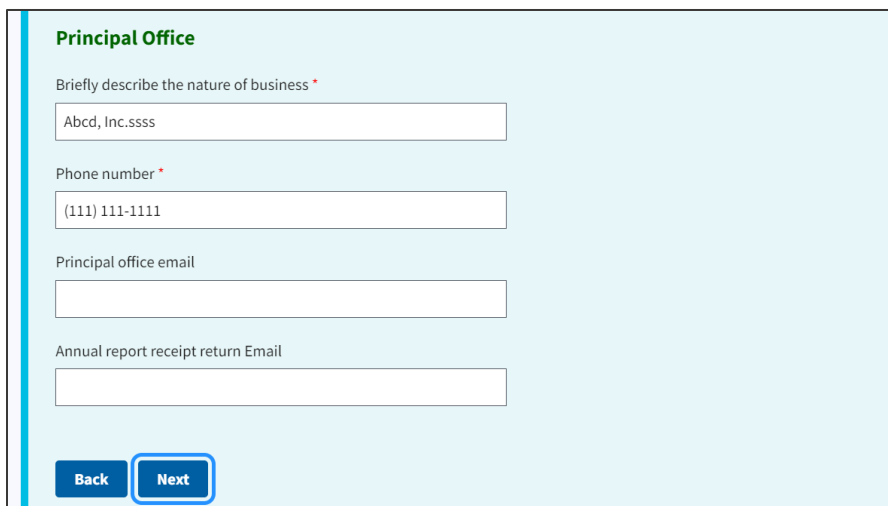
The screenshot shows a web page titled "Annual Report" for "Abcd, Inc.". The breadcrumb trail is "Home > Business Registration > Annual Report". The main heading is "Registered Agent". Below this, there is a prompt: "Select the Registered Agent" with a help icon. Two radio button options are present: the first is selected and reads "A entity on this list has given consent to be the registered agent.", followed by a dropdown menu showing "Corporation Service Company - 2626 Glenwood Ave Ste 550 Ra". The second option is unselected and reads "An entity or person not on the above list has given consent to be the registered agent or I need to correct the spelling of the current registered agent." At the bottom, there are two buttons: "Back" and "Next", with "Next" being highlighted with a blue border.

Figure 20. Registered Agent

Select the **Registered Agent**.

Click **Next**.

This takes you to a brief description of your business on the **Principal Office** page. See **Figure 21**.



The screenshot shows a web page titled "Principal Office". It contains four text input fields: "Briefly describe the nature of business" (with a red asterisk), "Phone number" (with a red asterisk), "Principal office email", and "Annual report receipt return Email". The first field contains "Abcd, Inc.ssss" and the second contains "(111) 111-1111". At the bottom, there are two buttons: "Back" and "Next", with "Next" being highlighted with a blue border.

Figure 21. Principal Office page

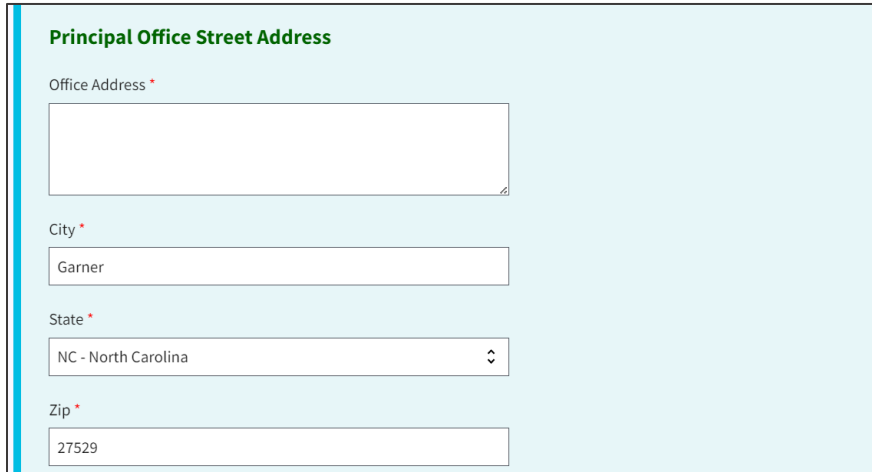
Enter the fields with your **business nature description**, **principal office email**, and **annual report receipt return email**.

Note: Business nature is the type of business. For instance, advertising agency.

Click **Next**.

This takes you to the **Principal Office Street Address** page.

Enter your principal office street address.

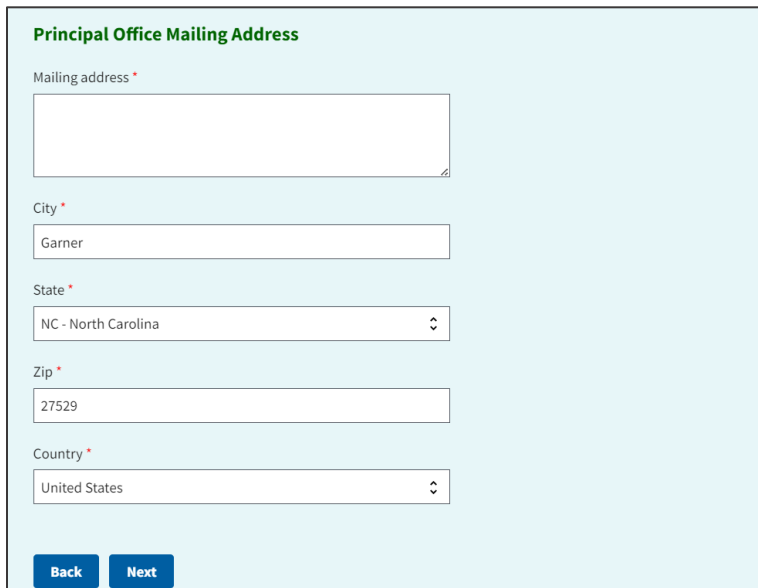


The screenshot shows a form titled "Principal Office Street Address" with a light blue background. It contains four input fields: "Office Address" (empty), "City" (filled with "Garner"), "State" (dropdown menu showing "NC - North Carolina"), and "Zip" (filled with "27529").

Figure 22. Principal Office Street Address

Click **Next**.

This takes you to the **Principal Office Mailing Address** page. See **Figure 23**.



The screenshot shows a form titled "Principal Office Mailing Address" with a light blue background. It contains five input fields: "Mailing address" (empty), "City" (filled with "Garner"), "State" (dropdown menu showing "NC - North Carolina"), "Zip" (filled with "27529"), and "Country" (dropdown menu showing "United States"). At the bottom, there are two buttons: "Back" and "Next".

Figure 23. Principal Office Mailing Address page

Click **Next**.

This takes you to the **Company Officials** page.

You can add, edit, and delete officials with the blue buttons. See **Figure 24**.
Select the company official(s) if they are already listed.

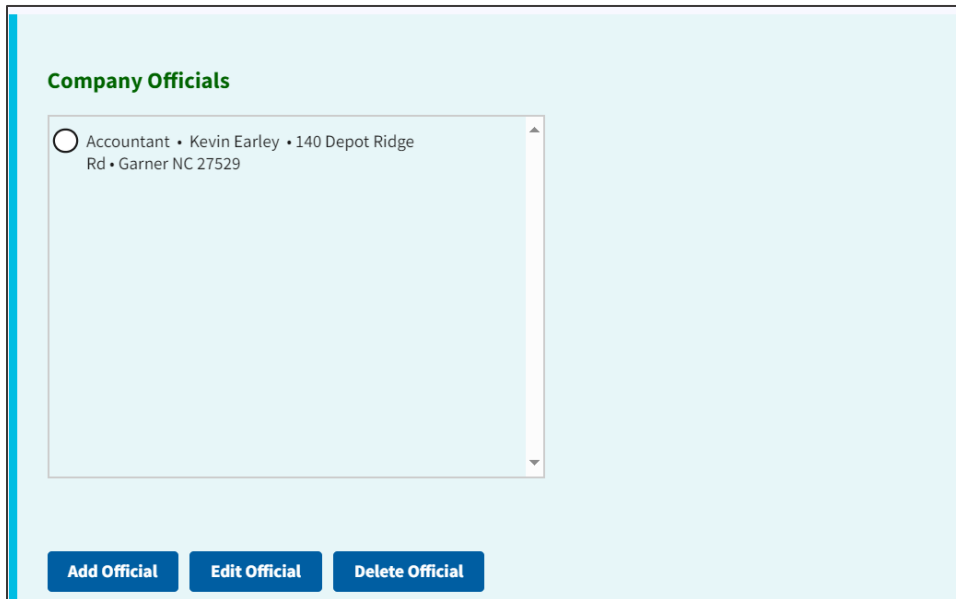


Figure 24. Report Date page

If you want to add a company official, click **Add Official**.

This takes you to the **Company Official** page for adding an official.



Figure 25. Company Official (adding one)

Enter the **Official's Title**.

Select "Yes" or "No" as to whether the official is a commercial entity. See **Figures 25** and **26**.

Click **Next**.

This takes you to the **Company Official's** title, name, and address screen.

Enter the title, name, and address in the fields.

Company Official

Official's title *

President

Is the Official a commercial entity? *

No

Officer's First Name

Middle

Last

Figure 26. Company Official title, name, and address

Click **Save**.

Now, you see the newly added company official. See **Figure 27**.

Company Officials

Accountant • Kevin Earley • 140 Depot Ridge Rd • Garner NC 27529

President • 2 S. Salisbury Street • Raleigh NC 27601

Add Official **Edit Official** **Delete Official**

Back **Next**

Figure 27. Newly added company official

Click **Next**.

In the next screen, select the company official who is filing the annual report. See **Figure 28**.

Select the entity that is executing the annual report *

Accountant - Kevin Earley

Back Next

Figure 28. Select the company official who is filing the annual report

Click **Next**.

This takes you to a notice for the **Federal Beneficial Ownership Information Filing Requirement**.

Federal Beneficial Ownership Information Filing Requirement

The Corporate Transparency Act (“CTA”) was enacted by Congress on January 1, 2021, as part of the National Defense Authorization Act. The CTA includes significant reforms to anti-money laundering laws and is intended to help prevent and combat money laundering, terrorist financing, corruption, and tax fraud. The CTA establishes a beneficial ownership reporting requirement for corporations, limited liability companies, and other similar entities formed or registered to do business in the United States. Beneficial ownership reports must be filed with the Financial Crimes Enforcement Network (FinCEN), a bureau within the U.S. Department of Treasury.

Any domestic reporting company formed on or after January 1, 2024, must file a BOI report between 30 and 90 days of the effective date of the filing.

Any entity that becomes a foreign reporting company on or after January 1, 2024, must file a BOI report between 30 and 90 calendar days of the effective date of the Certificate of Authority to transact business in North Carolina.

You will receive additional information and links to FinCEN with the filing evidence of this submission as an email attachment.

Back Add to Cart Go To Checkout

Figure 29. Federal Beneficial Ownership Information Filing Requirement

Click **Go to Checkout**.

This takes you to the **Fees and Payment** page.

Submit a Filing

Fees & Payment

FilingFee \$18.00
ElectronicTransactionFee* \$3.00
TotalPayment \$21.00

* NOTE: Electronic Transaction Fees are not refundable

Payment Details

Payment type

Checking Account (ACH) 0015

Credit Card/Debit Card

[Refund Policy](#)

Figure 30. Fees and Payment page

Select your **Payment Type**.

For this example, we selected **Checking Account (ACH)**.

Fees & Payment

FilingFee \$18.00
ElectronicTransactionFee* \$3.00
TotalPayment \$21.00

* NOTE: Electronic Transaction Fees are not refundable

Payment Details

Payment type

Checking Account (ACH) 0015

By clicking "Submit" below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above.

Pay and Submit

Figure 31. Click Pay and Submit

Click **Pay and Submit**.

This takes you to the **Invoice Details** page.

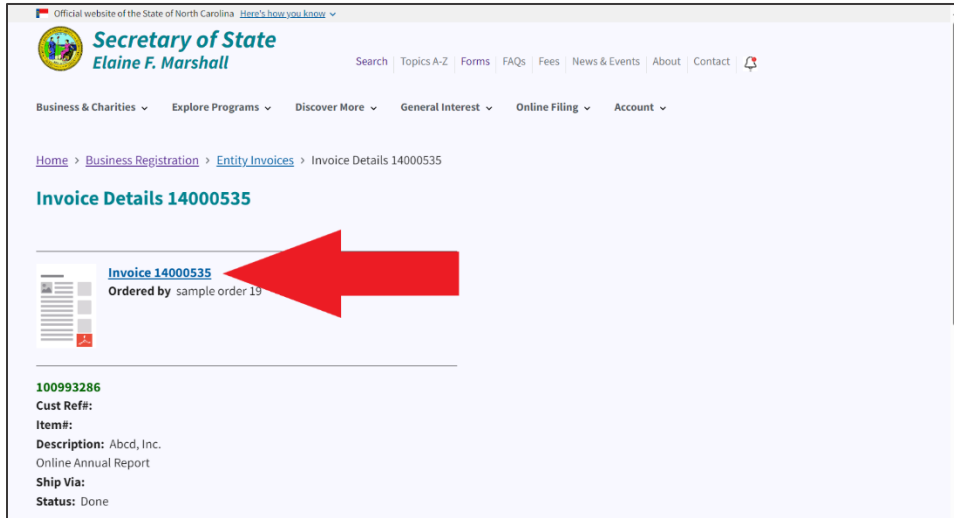


Figure 32. Invoice Details page

Click on the **Invoice** link. See **Figure 32**.

This downloads a receipt in PDF. See **Figure 33**.

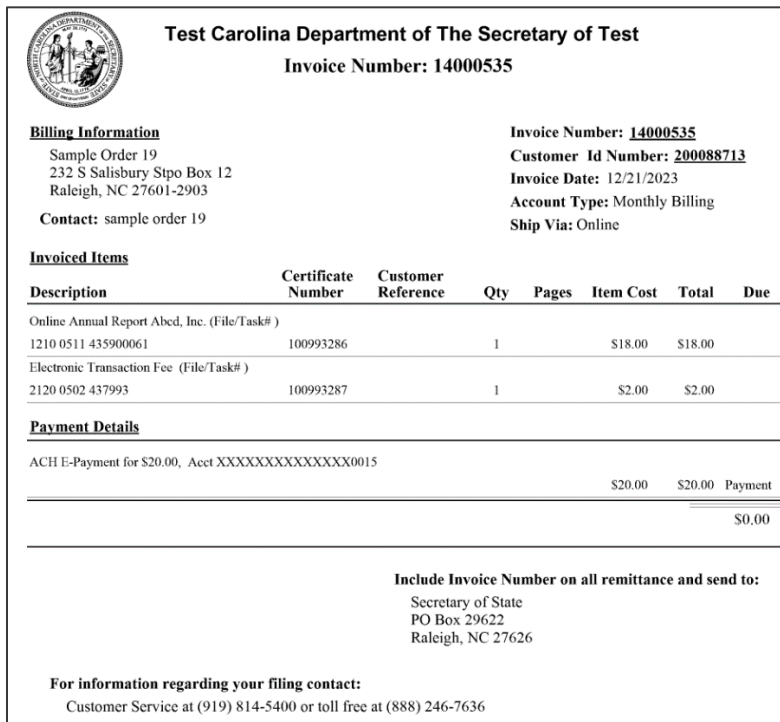


Figure 33. Downloadable PDF of Receipt

Check Your Filing

After you have completed the online annual report filing process, it's a good idea to check your filing.

Go to the NC SOS website at <https://test.sosnc.gov/>.

Click **Business Annual Report**.

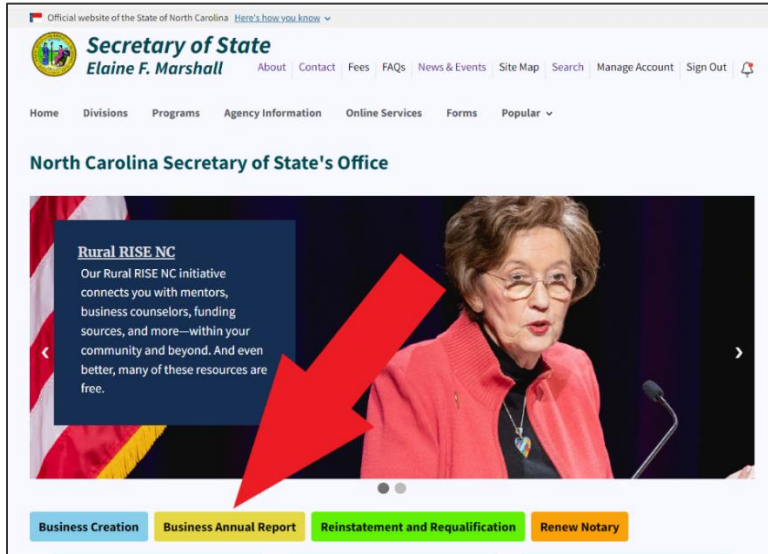


Figure 34. Red arrow pointing to Business Annual Report button

This takes you to the **Search Business Registration** search tool.

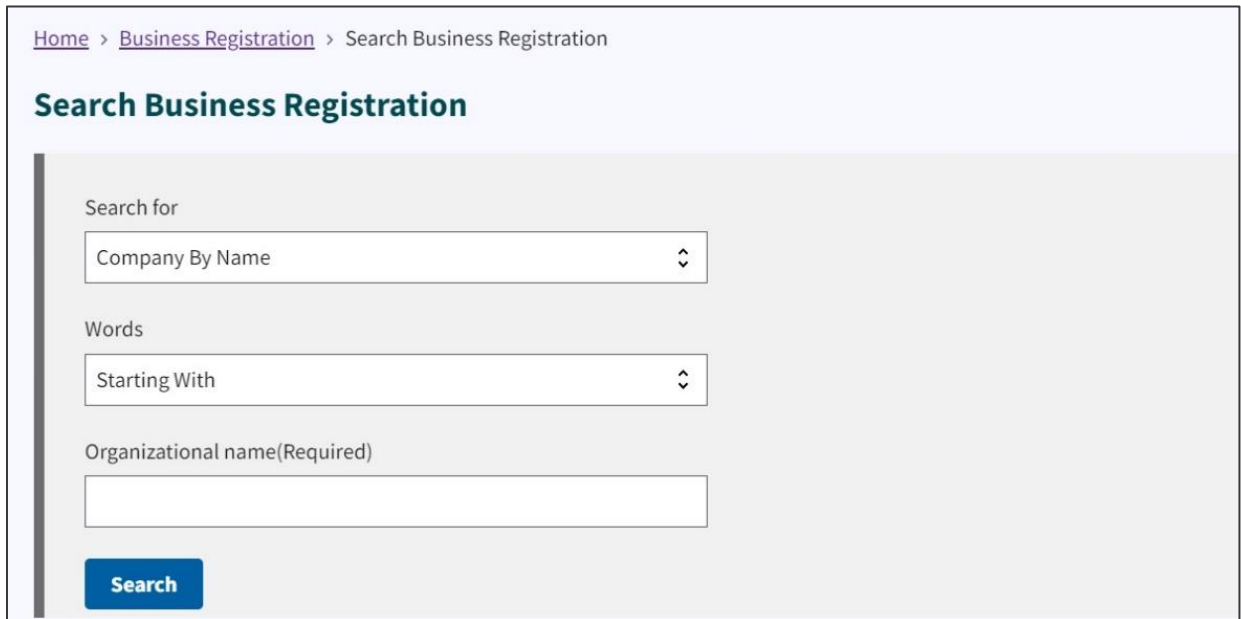


Figure 35. Search Business Registration search tool

In the Organizational name (Required) field, type the name of your company. See **Figure 35**.

This takes you to the results. See **Figure 36**.

The screenshot shows a search results page with a breadcrumb trail: Home > Business Registration > Search > Search Results. The main heading is "Search Results". Below it, it says "Records Found 53". The search criteria are: "Words Starting with", "Organization Name Abcd", and "Search Time 2/27/2024 10:34 AM". The key used is "Organization Name (SOSID)". There are filters for "Status" and "Organization Type". A "Search Again" link is provided. The results are shown in three tiles:

- Abc Test Co. • 0355407**: Reserved Name • Business Corporation. A plus sign (+) is on the right.
- Abcd, Inc. • 1616265**: Current - Active • Business Corporation. A yellow button labeled "File annual report" and a plus sign (+) are on the right.
- Abcd Aviation, Inc. • 05030093**: Admin. Dissolved • Business Corporation. A green button labeled "File reinstatement" and a plus sign (+) are on the right.

Figure 36. Search Results showing company names

Select the **plus sign (+)** to expand the tile. See **Figure 37**.

The screenshot shows the expanded view for "Abcd Aviation, Inc. • 05030093". The top part shows the company name, status "Admin. Dissolved • Business Corporation", and a green button labeled "File reinstatement" with a minus sign (-) on the right. Below this, a light blue box contains the following information:

- Legal name** ABCD AVIATION, INC.
- Sosid** 05030093
- Date formed** 8/13/1999
- Status** Admin. Dissolved
- Citizenship** Domestic
- Business type** Business Corporation

Below the information box are several links:

- [Online filing for Abcd Aviation, Inc.](#)
- [More information on Abcd Aviation, Inc.](#)
- [Order a document for Abcd Aviation, Inc.](#)
- [Add Abcd Aviation, Inc. to My Email Notification list](#)
- [View filings for Abcd Aviation, Inc.](#)

A large red arrow points from the bottom right towards the "File reinstatement" button.

Figure 37. Select invoice number link

A list of options in the form of links displays under the business information.

From this list of links, you can file your annual reports online, gather more information about the company, order a document for the company, add the company to your “My Email Notification” list, and view the filings for the company.

For this exercise, we want to view the filing.

Select **View Filings** for [Your company name]

In this example, we selected **View Filings** for **ABCD Aviation, Inc.**

The screenshot shows a business profile for ABCD Aviation, Inc. (SOSID 05030093, Admin. Dissolved). It includes buttons for 'File annual report' and 'File reinstatement'. A list of links is provided, with a red arrow pointing to 'View filings for ABCD Aviation, Inc.'.

Abcd, Inc. • 1616265
Current - Active • Business Corporation File annual report +

Abcd Aviation, Inc. • 05030093
Admin. Dissolved • Business Corporation File reinstatement -

Legal name ABCD AVIATION, INC.
Sosid 05030093
Date formed 8/13/1999
Status Admin. Dissolved
Citizenship Domestic
Business type Business Corporation

[Online filing for Abcd Aviation, Inc.](#)
[More information on Abcd Aviation, Inc.](#)
[Order a document for Abcd Aviation, Inc.](#)
[Add Abcd Aviation, Inc. to My Employment list](#)
[View filings for Abcd Aviation, Inc.](#)

Figure 38. Red arrow pointing to View Filings for Company Name link

A list of previous filings displays.

The screenshot shows the 'View Filings' page for ABCD Aviation, Inc. It lists several filings, including a Creation Filing and three Annual Reports, each with a 'View Filing (PDF)' link.

[Home](#) > ABCD AVIATION, INC.

ABCD AVIATION, INC.

Filings

- Creation Filing
 - 8/13/1999
 - 992159028
 - Articles of Incorporation
 - [View Filing\(PDF\)](#)
- Annual Report
 - 3/29/2000
 - 2000 089 34483
 - [View Filing\(PDF\)](#)
- Annual Report
 - 3/4/2002
 - 2002 063 00513
 - [View Filing\(PDF\)](#)
- Annual Report
 - 5/9/2002
 - 2001 078 12110
 - [View Filing\(PDF\)](#)

Figure 39. List of filings

In this example, we select one of the View Filing (PDF) link.

[Home](#) > ABCD AVIATION, INC.

ABCD AVIATION, INC.

Filings

- Creation Filing
 - 8/13/1999
 - 992159028
 - Articles of Incorporation
 - [View Filing\(PDF\)](#)
- Annual Report
 - 3/29/2000
 - 2000 089 34483
 - [View Filing\(PDF\)](#)
- Annual Report
 - 3/4/2002
 - 2002 063 00513
 - [View Filing\(PDF\)](#)



Figure 40. Red arrow pointing to View Filing (PDF) link

The result is a downloadable and printable copy of the filing in PDF format.

NC Secretary of State

Test Server Image

This image was created for testing purposes.

Image Information:

Image Id:	25589792
Create Date:	1/26/2010 2:36:26 PM
Entity Name:	ABCD AVIATION, INC.
Document Type:	ARTICLES OF INCORPORATION
Document Id:	992159028
Event Date:	8/13/1999

Figure 41. PDF copy of the filing

Section 4.

Reinstatement and Requalification

Reinstatement is only needed if your business has already been administratively dissolved. You will know this if you received a Certificate of Administrative Dissolution. See **Figure 42**.



	State of North Carolina Department of the Secretary of State
CERTIFICATE OF ADMINISTRATIVE DISSOLUTION	
I, Elaine F. Marshall, Secretary of State, as mandated by law, do hereby certify that	
Business Name	
has been administratively dissolved pursuant to the procedure set forth in N.C.G.S. Section 57D-6-06 for failure to file an annual report effective as of the date set forth hereunder.	
A Limited Liability Company administratively dissolved under N.C.G.S. Section 57D-6-06 may apply to the Secretary of State for reinstatement by complying with the procedure set forth in the N.C.G.S. Section 57D-6-06.	
	This the 5th day of February, 2015 <i>Elaine F. Marshall</i> Elaine F. Marshall Secretary of State
Document Id: C201503616280	

Figure 42. Certificate of Administrative Dissolution

The steps for reinstatement are outlined in detail in our Reinstatement and Requalification Manual that follows this section.

Reinstatement & Requalification Manual

Revised 2024



About the Reinstatement and Requalification Manual

This manual gives an overview of all the pages and features of the Business Registration's Reinstatement and Requalification sections of the North Carolina Secretary of State Knowledge Base (aka. *SOSKB* or *KB*) website.

The screenshot shows the official website of the North Carolina Secretary of State, Elaine F. Marshall. The header includes the state seal and navigation links such as 'About', 'Contact', 'Fees', 'FAQs', 'News & Events', 'Site Map', 'Search', 'Manage Account', and 'Sign Out'. A secondary navigation bar lists 'Home', 'Divisions', 'Programs', 'Agency Information', 'Online Services', 'Forms', and 'Popular'. The main content area features a 'North Carolina Scam Alert' with a dark blue background and white text, warning against impostors posing as the Secretary. Below the alert is a photograph of Elaine F. Marshall. At the bottom, a horizontal menu contains five buttons: 'Business Creation' (blue), 'Business Annual Report' (yellow), 'Reinstatement and Requalification' (green), 'Renew Notary' (orange), and 'Rural RISE NC' (grey).

Table of Contents

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 - What’s the difference between reinstatement and requalification?..... 1
 - Fees for Reinstatement 1
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- Requalification Process 17

Reinstatement and Requalification

If a North Carolina business entity fails to perform any of the duties described in statute, it may be administratively dissolved. Once an entity is administratively dissolved, it may apply to the Secretary of State for reinstatement by submitting an application and correcting all reasons that led to the dissolution or else proving to the Secretary that the grounds do not exist.

When a domestic (NC) entity is dissolved, it's called **administrative dissolution**. When a foreign (out-of-state) entity is dissolved, it's called **administrative revocation**.

Reinstatement and requalification are the processes for reinstating a business that has been previously dissolved or revoked.

What's the difference between reinstatement and requalification?

Reinstatement is for domestic (NC-only) entities, and **requalification** is for foreign (out-of-state) entities. It's essentially the same process for each with minor differences.

Follow our online reinstatement/requalification process described in this manual or mail in your reinstatement/requalification documents and fees.

Note: If the ground for administrative dissolution was failure to file an annual report timely, and you want to mail in the application, you need to search for your company name and download a pre-populated annual report. You must file an annual report and pay the applicable filing fee for each year that is missing. This means you may need to file several separate annual reports.

Fees for Reinstatement

Application for all entities

- \$100

Business Corporation

- Annual Report Paper = \$25.00
- Annual Report Online = \$18.00

Limited Liability Company/LLP

- Annual Report Paper or Online = \$200.00

Reinstatement and Requalification Online Filing Process

Go to the NC SOS home page at www.sosnc.gov.

Select **Reinstatement and Requalification**.

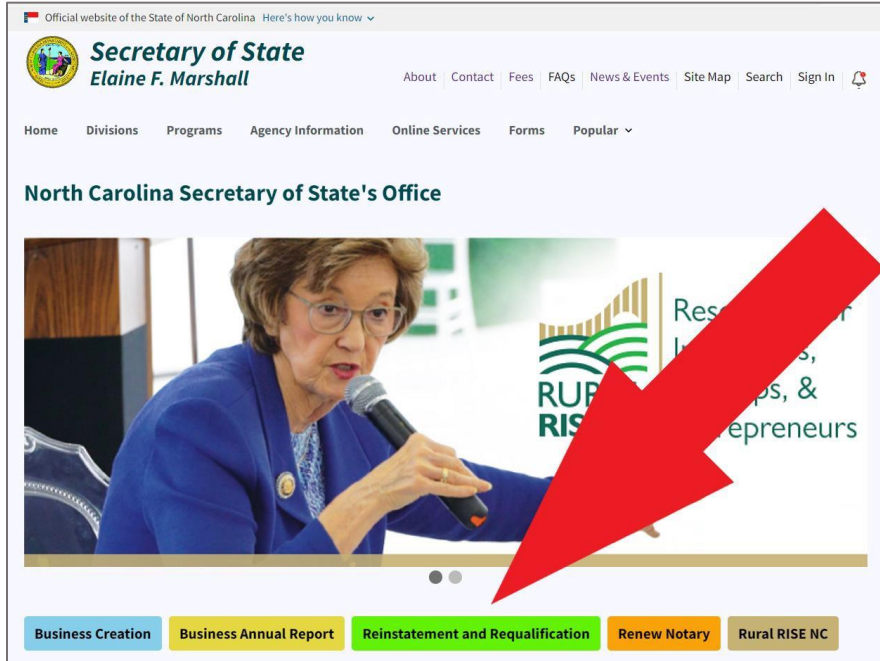


Figure 63. A red arrow points to an action button on the NC SOS home page

This link takes you to the **Reinstatement and Requalification** page.

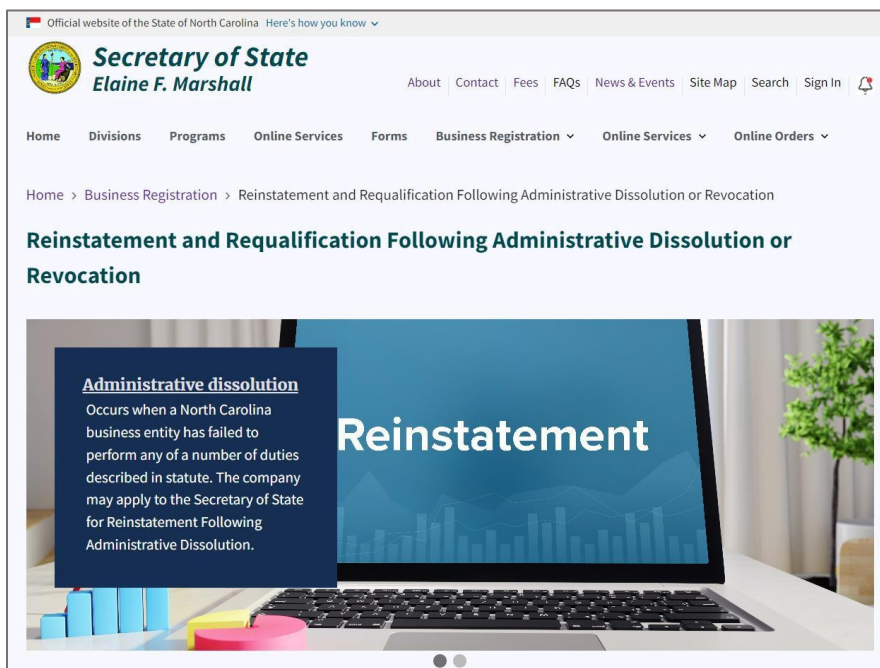


Figure 64. Reinstatement and Requalification page

Scroll down to the middle of the page to the three box image links.

Select **Online Filing**.

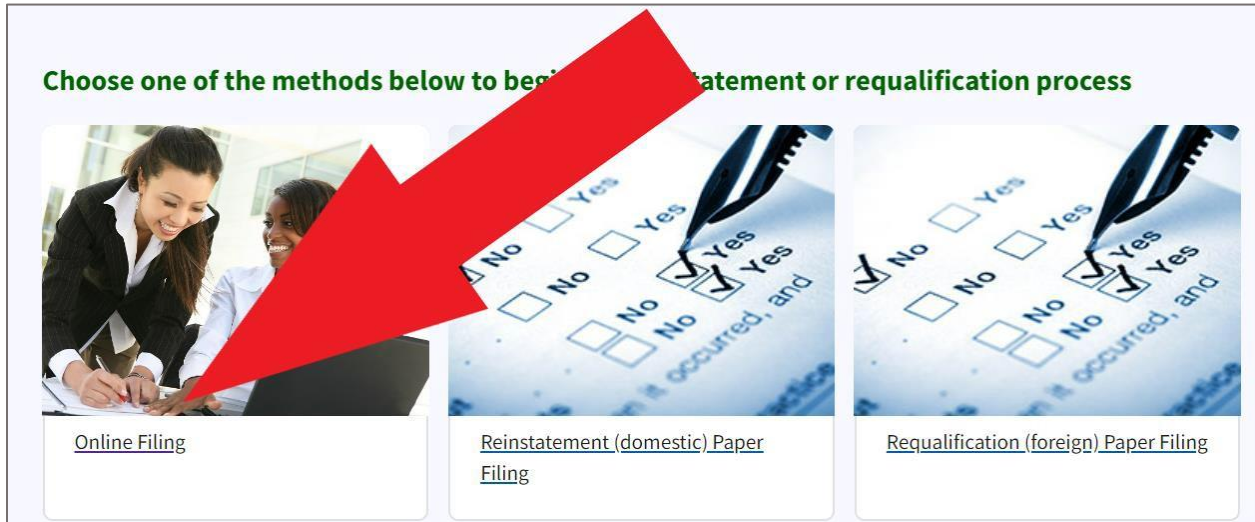


Figure 65. Select Online Filing

This takes you to the first step of the online reinstatement process.

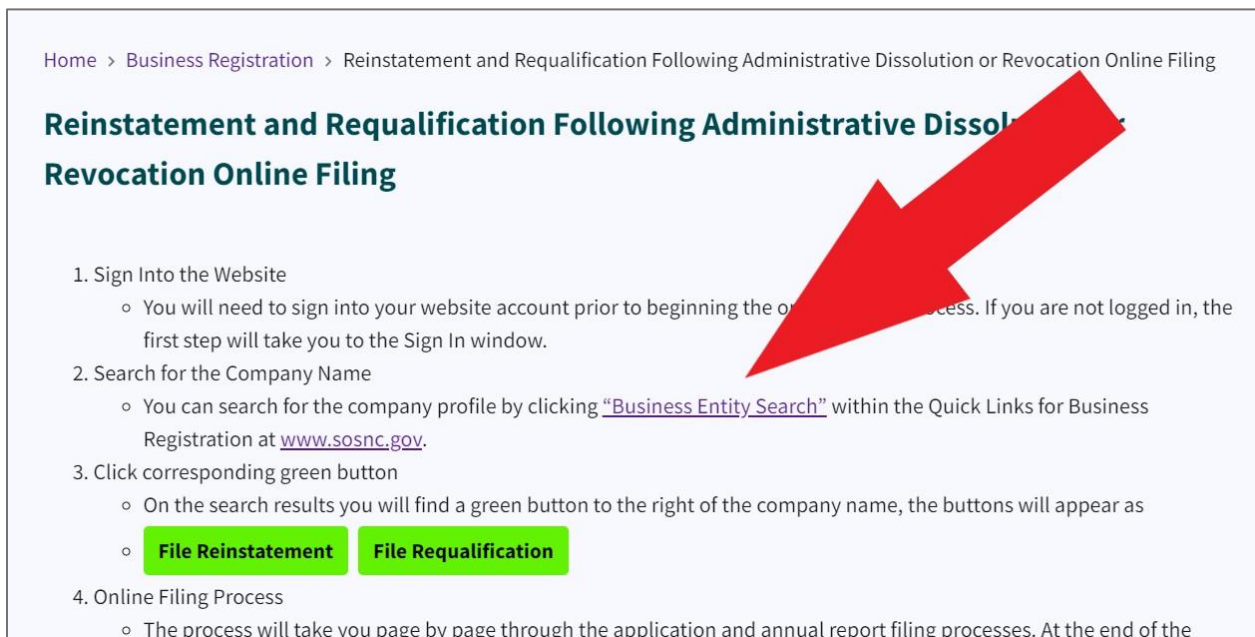


Figure 66. Select Business Entity Search

Select **Business Entity Search**.

This takes you to the [Search Business Registration](#) page. See **Figure 67**.

Home > Business Registration > Search Business Registration

Search Business Registration

Search for

Company By Name

Words

Starting With

Organizational name(Required)

Search

[Search for Assumed Names\(Doing Business As/DBA\).](#)

Figure 67. Search Business Registration

For this example, we entered “ABCD.”

Click **Search**.

The results display on the **Search Results** page.

Beside the company name “ABCD, Inc.,” click **File Reinstatement**.

Home > Business Registration > Search > Search Results

Search Results

Records Found 62

Words Starting with **Organization Name** Abcd **Search Time** 4/23/2024 09:08 AM

Key Organization Name (SOSID)
Status • Organization Type

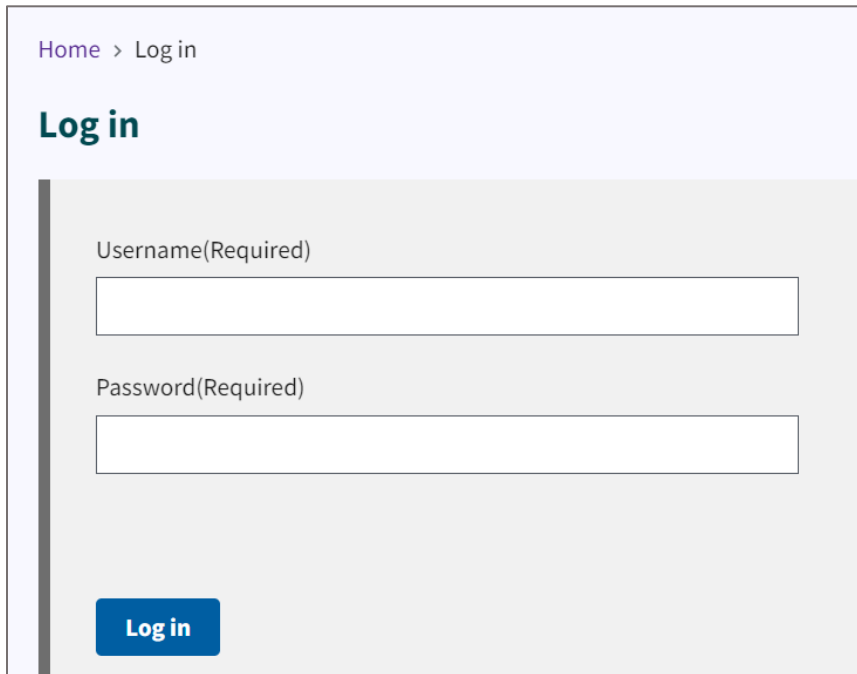
[Search Again](#)

A.B.C.D., Inc. • 0355407 Multiple • Business Corporation	+
Abcd Inc. • 1735758 Admin. Dissolved • Business Corporation	File reinstatement +
Abcd Academy • 2577575 Current - Active • Non - Profit Corporation	+

Figure 68. Search Results page

This link takes you to the beginning of the online reinstatement process.

If you haven't already logged into your NC SOS website account, you will be prompted to do so.

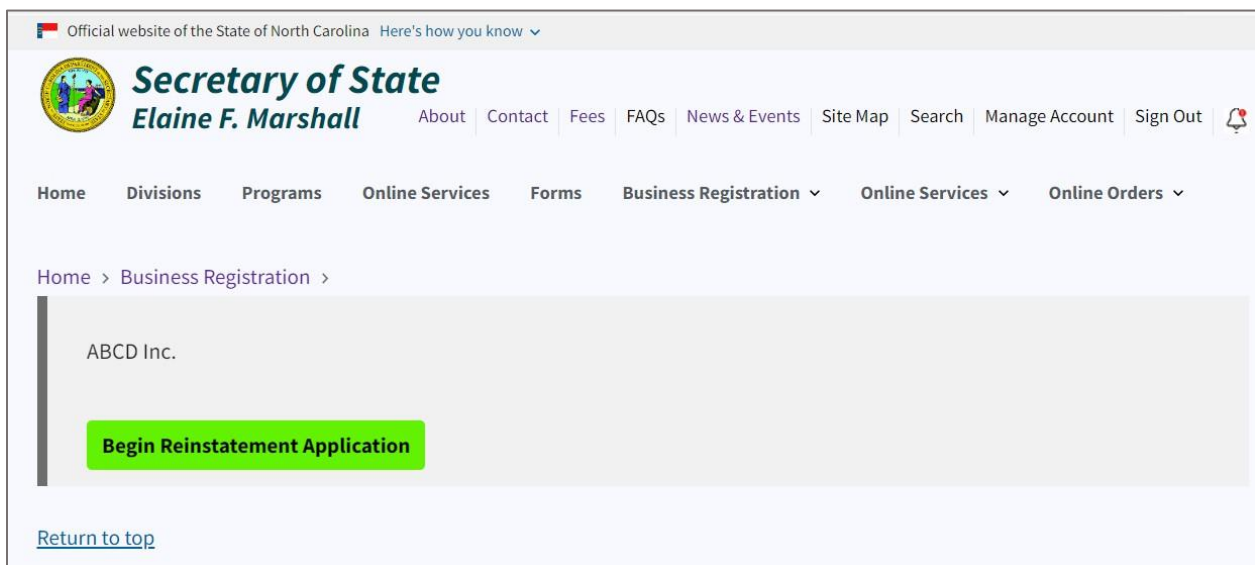


The screenshot shows the login page of the NC SOS website. At the top left, there is a breadcrumb trail: "Home > Log in". Below this, the heading "Log in" is displayed in a large, bold, dark blue font. The main content area is a light gray box containing two input fields. The first field is labeled "Username(Required)" and the second is labeled "Password(Required)". Below these fields is a blue button with the text "Log in" in white.

Figure 69. Log In page

After logging into your NC SOS website account, you are taken to an informational page for your company. Your company name is listed at the top. **Note:** To create an account for the first time, go to [Creating an NC SOS Website Account](#) on page 98 of this manual.

Click **Begin Reinstatement Application**.



The screenshot shows the account page of the NC SOS website. At the top, there is a header with the text "Official website of the State of North Carolina" and a link "Here's how you know" with a dropdown arrow. Below this is the logo of the Secretary of State, Elaine F. Marshall, and a navigation menu with links: "About", "Contact", "Fees", "FAQs", "News & Events", "Site Map", "Search", "Manage Account", and "Sign Out" with a notification bell icon. Below the navigation menu is a secondary menu with links: "Home", "Divisions", "Programs", "Online Services", "Forms", "Business Registration" (with a dropdown arrow), "Online Services" (with a dropdown arrow), and "Online Orders" (with a dropdown arrow). Below this is a breadcrumb trail: "Home > Business Registration >". The main content area is a light gray box containing the text "ABCD Inc." and a green button with the text "Begin Reinstatement Application". At the bottom left, there is a link "Return to top".

Figure 70. Click Begin Reinstatement Application

This link takes you to the online application.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)
21320 Baltic Dr
Cornelius NC 28031

Adm. Dissolved Date : 10/5/2023

What You Need To Know
Annual Report Filing Fees

- Limited Liability Company \$200
- Business Corporation \$18
- Limited Liability Partnership \$200

If the company is administratively dissolved, you may apply for reinstatement online by moving through the following process.

There are at most six (6) grounds for administrative dissolution.

If the entity was administratively dissolved for failure to file timely annual reports, you may work through this process to submit not only the application for reinstatement but also satisfy the ground by filing the delinquent annual reports.

Figure 71. Application for Reinstatement Application Following Admin. Dissolution

Scroll to the bottom.

Company knowingly failed or refused to answer completely and accurately within the time prescribed interrogatories propounded by the Secretary of State.	Providing answers to the propounded interrogatories.
--	--

Note: Using your browsers auto-fill functionality may cause issues or errors when submitting the document. Make sure to check the information entered before submitting.

I certify that:

- The above company is the entity I intend to file an application for reinstatement.
- I am authorized to file documents on behalf of the company.
- I am aware that I may have an annual report due for the current year.

[Back](#) [Next](#)

Page 1 of 16

Figure 72. Checkboxes

Select the appropriate checkboxes.

Click **Next**.

Select the checkbox for the grounds of administrative dissolution.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

The ground or grounds for administrative dissolution of the applicant corporation as stated in its Certificate of Dissolution on October 05 2023 was or were:

- Company is delinquent in delivering the annual reports.
- Company is without a registered agent or registered office in North Carolina for 60 days or more.
- Company did not notify the Secretary of State within 60 days that its registered agent or registered office has been changed, that its registered agent has resigned, or that its registered office has been discontinued.
- Company did not pay within 60 days after they were due any penalties, fees, or other payment due under Chapter 55, 55A, 57D, or 59 of the NC General Statutes.
- Company knowingly failed or refused to answer completely and accurately within the time prescribed interrogatories propounded by the Secretary of State.

[Back](#) [Next](#)

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Figure 73. Grounds for administrative dissolution

For this example, we selected “**Company is delinquent in delivering the annual reports.**”

Click **Next**.

Now, choose the statement satisfying the grounds for Administrative Dissolution.

In other words, you are telling NC SOS that you fixed the problem that led to your company’s administrative dissolution.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

Choose the statement satisfying the grounds for Administrative Dissolution

- The grounds for the administrative dissolution of the business entity have been satisfied.
- The grounds for the administrative dissolution of the applicant business entity did not exist.

[Back](#) [Next](#)

Page 3 of 16

Figure 74. Satisfying the grounds for Administrative Dissolution

Click **Next**.

This takes you to a page where you must indicate if all delinquent annual reports and fees will be submitted with this application.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

The grounds were satisfied by:

All delinquent annual reports and filing fees are being submitted with this application.

Back **Next**

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Figure 75. "Grounds were satisfied by" checkbox

Select the checkbox if it applies to your situation.

Click **Next**.

Select the "Submitting Annual Reports for Year(s)" checkbox.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

Click the below statement to confirm that you are filing annual reports for the delinquent years indicated. Submitting these annual reports will satisfy the Notice of Grounds for Administrative Dissolution for failure to file timely annual reports.

Submitting the Annual Report(s) for Year(s): 2018, 2020, 2021, 2022, 2023, 2024

Back **Next**

Page 5 of 16

Figure 76. Submitting Annual Reports checkbox

Click **Next**.

Use the dropdown to answer the question: "Is 50% or more of this company owned by a U.S. Military veteran?" See **Figure 77**.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

The next few questions are to capture data regarding veteran owned small businesses.

Is 50% or more of this company owned by a U.S. Military veteran?

No

Back **Next**

Page 6 of 16

Figure 77. U.S. Military Veteran question

For this example, we selected “No.”

Select your **current registered agent**.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

Select the Registered Agent ⓘ

A person designated to receive and forward to the principal office any notice, process, or demand served on the agent for the business entity.

Current Registered Agent: Allen Myles Darby

An entity or person not on the list below has given consent to be the registered agent or I need to correct the spelling of the current registered agent.

A entity on this list has given consent to be the registered agent.

Back **Next**

Page 7 of 16

Figure 78. Current registered agent

Click **Next**.

Now, enter your registered agent office **street address**.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

Registered Agent Office Street Address(Required)

 I certify this address is a valid street address.

City(Required)

State(Required)

NC - North Carolina

Zip(Required)

Country(Required)

United States

 This address is also the Registered Mailing Address.

[Back](#) [Next](#)

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Figure 79. Enter Register Agent Office Street Address

Enter the registered agent **mailing address**.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

Registered Agent Mailing Address(Required)

 I certify this address is a valid street address.

City(Required)

State(Required)

NC - North Carolina

Zip(Required)

Country(Required)

United States

[Back](#) [Next](#)

Page 10 of 16

Figure 80. Registered agent mailing address

Enter the **nature of business**.

Enter **your phone number, the principal office email, and recipient return email**.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

Briefly Describe The Nature of Business(Required)

Educational tools

Phone Number(Required)

(919) 814-5400

Principal Office Email

Receipt Return Email(Required)

test@test.com

[Back](#) [Next](#)

Page 11 of 16

Figure 81. Nature of business entry fields

Click **Next**.

Enter the **Principal Office Street Address**.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

Principal Office Street Address(Required)

I certify this address is a valid street address.

City(Required)

State(Required)

NC - North Carolina

Zip(Required)

Country(Required)

United States

This address is also the Principal Office Mailing Address.

[Back](#) [Next](#)

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Figure 82. Principal office street address entry fields

Click **Next**.

Enter the **Principal's Mailing Address**.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

Principal Mailing Address(Required)

I certify this address is a valid street address.

City(Required)

State(Required)

NC - North Carolina

Zip(Required)

Country(Required)

United States

[Back](#) [Next](#)

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Figure 83. Principal Mailing Address entry fields

Click **Next**.

Select the **company official(s)** in the checkbox.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Abcd Inc. (1735758)

Company Officials ⓘ

Assistant Secretary • sadf sadf • sadf • Raleigh NC 27603

[Add Official](#) [Edit Official](#) [Delete Official](#)

[Back](#) [Next](#)

Page 14 of 16

Figure 84. Select company official

Click **Next**.

Using the dropdown, select the **entity** (company) that is executing the annual report.

Select the **Purchaser Entity** from the dropdown.

Select whether you would like your document **expedited**.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Select the Entity that is executing the document(Required)

Purchaser Entity(Doesn't have to match the name on the credit card)

Would you like your document to be expedited? ⓘ

Back **Next**

Page 15 of 16

Figure 85. Select entity, purchaser entity, and document submittal method

The preview of your filing displays as a downloadable and printable PDF.

Home > Business Registration > Application for Reinstatement Following Administrative Dissolution

Application for Reinstatement Following Administrative Dissolution

Preview Filing

Look over the form below (this may take a few seconds to load) and return to previous pages to make any corrections. Taking a few seconds at this point may save time in the future if any corrections are needed after submission.

Preview may not work on all system configurations. If preview does not appear you may [download the preview here](#) and/or proceed to check out.

Figure 86. Filing preview

Review the filing for accuracy.

NOTE: Review each page to ensure all documents, including annual reports, are complete. This will help you avoid the need to file separate amendments later, along with associated fees.

1. NAME OF REGISTERED AGENT: Darcy, Robert Myles
2. SIGNATURE OF THE NEW REGISTERED AGENT: [blank]
3. REGISTERED AGENT OFFICE STREET ADDRESS & COUNTY: 21120 Rallic Drive
4. REGISTERED AGENT OFFICE MAILING ADDRESS: 21120 Rallic Drive

Preview may not work on all system configurations. If preview does not appear you may [download the preview here](#) and/or proceed to check out.

Note: that if you answered “No” to the last veteran question regarding net receipts, you may not see any designations on the preview.

I certify that I am authorized to sign and submit this document for filing on behalf of the entity named in the document. I acknowledge that it is a crime to sign and submit to the Secretary of State a document that is false in any material respect.

Back **Add to Cart** **Go To Checkout**

Page 16 of 16

Figure 87. Certification radio button and three action buttons

If changes are needed, click **Back**.

If not, click **Add to Cart** if you plan to add other types of filings to your order.

If no changes are needed, click **Go to Checkout**.

This takes you to the **Submit a Filing** page.

Home > Online Services > Submit a Filing

Submit a Filing

Fees & Payment

FilingFee \$208.00
ElectronicTransactionFee* \$3.00
TotalPayment \$211.00

* NOTE: Electronic Transaction Fees are not refundable

Payment Details

Payment type
[Dropdown menu]

Figure 88. Submit a Filing page

The total fees for your transaction are itemized. This sum may cover either a single document or several.

For instance, filing five annual reports would incur a total fee of 5× (annual report fee), in addition to a \$100 reinstatement application fee.

Application fee for all entities = \$100	
Business Corporation	Limited Liability Company/LLP
Annual Report Paper = \$25	Annual Report Paper or Wizard = \$200
Annual Report Online Wizard = \$18	

The fees are listed for your transaction.

Using the **Payment Type** dropdown, choose your payment method. You can pay by checking account (ACH) or credit card. See **Figure 89**.

For this example, we choose **Checking Account (ACH)** for the payment type.

Fees & Payment

FilingFee \$208.00
ElectronicTransactionFee* \$3.00
TotalPayment \$211.00

* NOTE: Electronic Transaction Fees are not refundable

Payment Details

Payment type
Checking Account (ACH) 0028

By clicking "Submit" below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above.


Pay and Submit

Figure 89. Submit a Filing and Payment Details page

After you select your payment type, click **Pay and Submit**.

This takes you to the **Invoice Details** page which lists your invoice number. Click on the downloadable PDF copy of your invoice. See **Figure 90**.


Invoice Details 20855825

 **Invoice 20855825**
Ordered by Sample Order

118686847
Cust Ref#:
Item#:
Description: Abcd Inc.
ADM Reinstatement
Ship Via:
Status: Done

Figure 90. Invoice

The PDF copy of your invoice displays a description of each invoiced item, certificate number, and payment details.

 **Test Carolina Department of The Secretary of Test**
Invoice Number: 20855825

Billing Information
Sample Order
1223323333 S Salisbury St
Raleigh, NC 27601-2903
Contact: Sample Order

Invoice Number: 20855825
Customer Id Number: 200088713
Invoice Date: 4/23/2024
Account Type: Payment Upfront
Ship Via: Online

Invoiced Items

Description	Certificate Number	Customer Reference	Qty	Pages	Item Cost	Total	Due
ADM Reinstatement Abcd Inc. (File/Task#)							
1210 0511 435900061	118686847		1		\$208.00	\$208.00	
Electronic Transaction Fee (File/Task#)							
2120 0502 437993	118686848		1		\$2.00	\$2.00	

Payment Details

ACH E-Payment for \$210.00, Acct XXXXXXXXXXXXXXX0028

	\$210.00	\$210.00	Payment
			\$0.00

Include Invoice Number on all remittance and send to:
Secretary of State
PO Box 29622
Raleigh, NC 27626

For information regarding your filing contact:
Customer Service at (919) 814-5400 or toll free at (888) 246-7636

Figure 91. Downloadable and printable PDF of invoice

Requalification Process

Go to the NC SOS home page at: <https://sosnc.gov>

Select **Reinstatement and Requalification**.

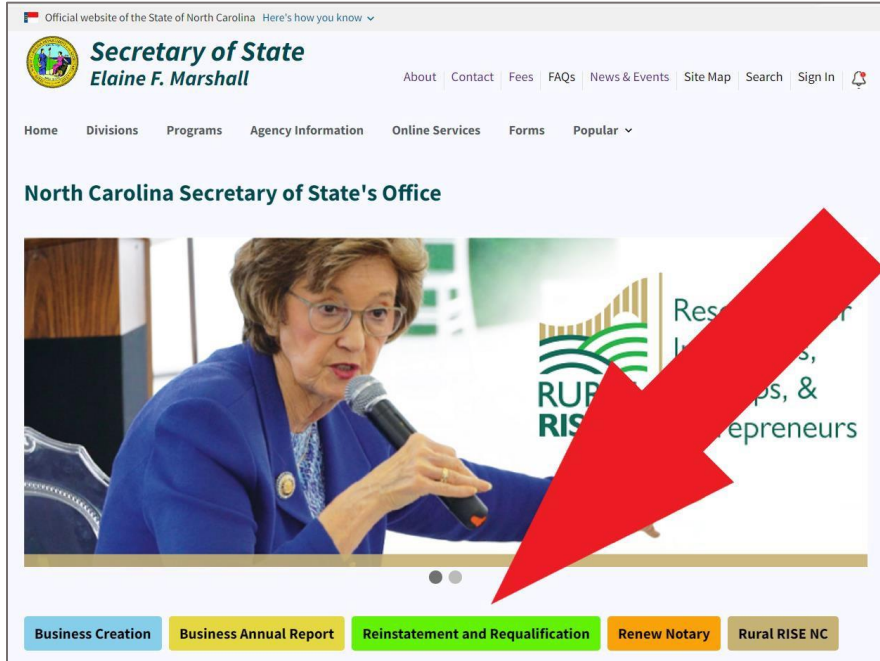


Figure 92. A red arrow points to an action button on the NC SOS home page

This link takes you to the **Reinstatement and Requalification** page.

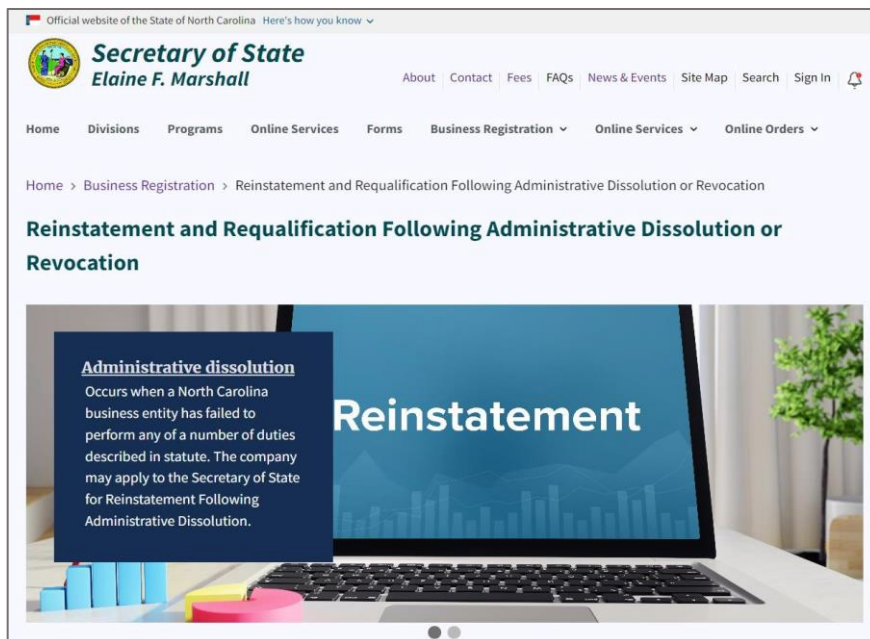


Figure 93. Reinstatement and Requalification page

Scroll down to the middle of the page to the three box image links.

Select **Online Filing**.



Figure 94. A red arrow points at the Online Filing link

This link takes you to the **Reinstatement and Requalification** page.

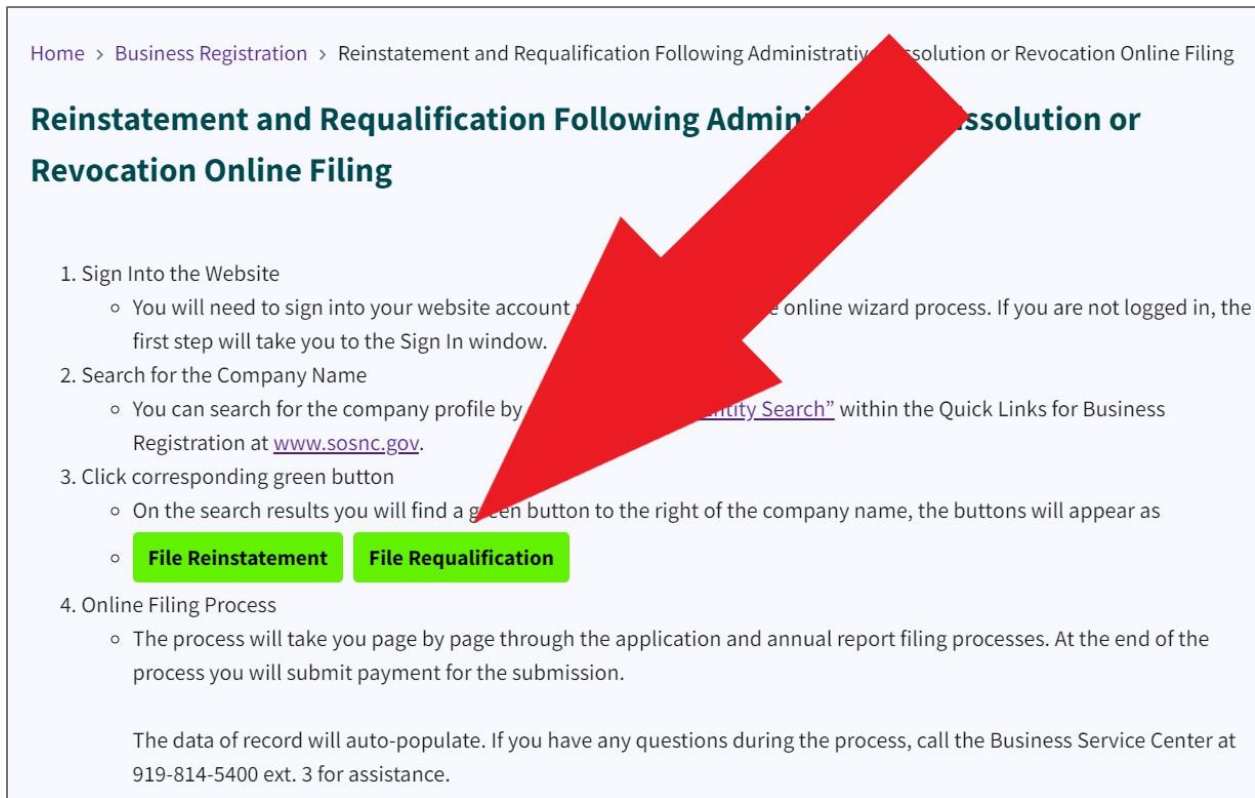


Figure 95. A red arrow points to the File Requalification button

Select **File Requalification**.

This link takes you to the **Search Business Registration** tool.

The screenshot shows the 'Search Business Registration' tool interface. At the top, there is a breadcrumb trail: 'Home > Business Registration > Search Business Registration'. Below this is the title 'Search Business Registration'. The main form area contains three sections: 'Search for' with a dropdown menu set to 'Company By Name'; 'Words' with a dropdown menu set to 'Starting With'; and 'Organizational name(Required)' with an empty text input field. A blue 'Search' button is located below the input fields. At the bottom of the form, there is a link: 'Search for Assumed Names(Doing Business As/DBA)'.

Figure 96. Search Business Registration tool

Enter the name of your business.

Click **Search**.

The **Search Results** display the name with a File Requalification button.

Abc Disaster Restoration, LLC • 1267458 Admin. Dissolved • Limited Liability Company	File reinstatement +
Abc Discount Inc. • 0329303 Multiple • Business Corporation	+
Abc Discount, LLC • 1322621 Revoked • Limited Liability Company	File a requalification +

Navigation: Previous | 1 | 2 | Next

Figure 97. Search Results with green "File a Requalification" button

Click **File a Requalification**.

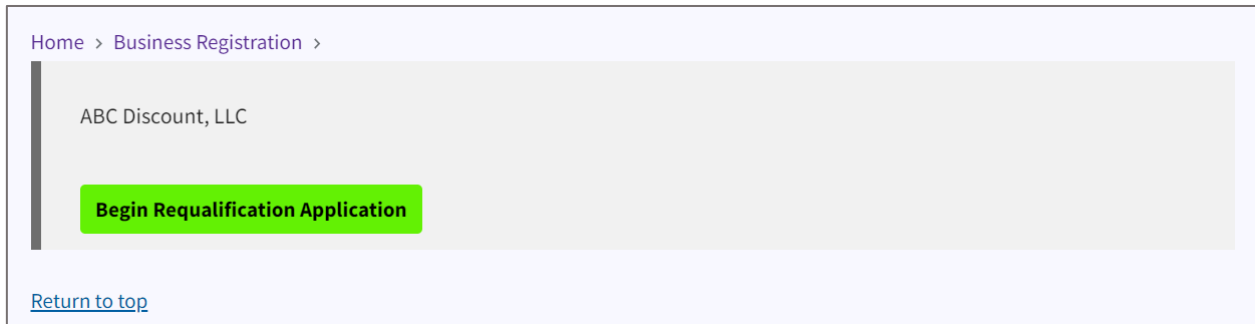


Figure 98. Begin Requalification button

Click **Begin Requalification Application**.

This takes you to the **Application for Certificate of Authority Following Administrative Revocation** page.



Figure 99. Application for Certificate of Authority Following Administrative Revocation page

If the company is administratively revoked, you may apply for requalification online by moving through the following process.

There are at most Five (5) grounds for administrative revocation. If the entity was administratively revoked for failure to file timely annual reports, you may work through this process to submit not only the application for requalification but also satisfy the ground by filing the delinquent annual report.

If the entity was administratively revoked for any other ground than failure to file timely annual reports, you will need to satisfy the grounds prior to applying for requalification.

Click **Next**.

Select your **home state** and **country**.

Note: Using your browsers auto-fill functionality may cause issues or errors when submitting the document. Make sure to check the information entered before submitting.

The name of the business entity used in its home State or Country:

Has the name of the company been changed in its home state or country from the name listed above?

Home State

Home Country

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Figure 100. Home state and country entry fields

Click **Next**.

Upload a **Certificate of Authority**. Select **Browse for Attachment** in order to upload the document.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)
3204 Bridle Trl
Greensboro NC 27407

Adm. Revoked Date : 2/28/2023

Upload the Certificate of Existence

Attachment
[Browse for Attachment](#)

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Figure 101. Certificate of Authority upload link

Click **Next**.

Select the checkboxes to certify the Application for Certificate of Authority.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)
3204 Bridle Trl
Greensboro NC 27407

Adm. Revoked Date : 2/28/2023

I certify that:

- The above company is the entity I intend to file an Application for Certificate of Authority.
- I am authorized to file an annual report for the above company if needed.

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Figure 102. Certification checkboxes

Click **Next**.

Select the checkbox for the grounds for administrative revocation.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

The ground or grounds for administrative revocation of the applicant corporation as stated in its Certificate of Revocation on February 28 2023 was or were:

- Company is delinquent in delivering the annual reports.
- Company is without a registered agent or registered office in North Carolina for 60 days or more.
- Company did not notify the Secretary of State within 60 days that its registered agent or registered office has been changed, that its registered agent has resigned, or that its registered office has been discontinued.
- Company did not pay within 60 days after they were due any penalties, fees, or other payment due under Chapter 55, 55A, 57D, or 59 of the NC General Statutes.
- Company knowingly failed or refused to answer completely and accurately within the time prescribed interrogatories propounded by the Secretary of State.

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Figure 103. Grounds checkboxes

For this example, we selected the first checkbox “Company is delinquent in delivering the annual reports.”

Click **Next**.

Select the statement satisfying the grounds for Administrative Revocation.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Choose the statement satisfying the grounds for Administrative Revocation

- The grounds for the administrative revocation of the business entity have been satisfied.
- The grounds for the administrative revocation of the applicant business entity did not exist.

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Figure 104. Statement satisfying grounds radio buttons

For this example, we selected the first radio button, indicating the business entity satisfied the grounds.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Choose the statement satisfying the grounds for Administrative Revocation

- The grounds for the administrative revocation of the business entity have been satisfied.
- The grounds for the administrative revocation of the applicant business entity did not exist.

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Figure 105. Grounds satisfied radio button selected

Click **Next**.

Select the checkbox indicating how the grounds were satisfied. See **Figure 106**.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

The grounds were satisfied by:

- One Annual Report and filing fees are being submitted with this application.

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Figure 106. One annual report and fees submitted checkbox

Click **Next**.

Select the radio button indicating the delinquent annual report is submitted.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Click the below statement to confirm you are submitted one annual report with this application, which will satisfy the requirements for requalification after administrative revocation.

Submitting delinquent annual report(s) with this application following Administrative Revocation for the years due: 2024

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Figure 107. Delinquent reports submittal radio button

Click **Next**.

Using the dropdown, answer whether the company is owned by a U.S. Military veteran.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

The next few questions are to capture data regarding veteran owned small businesses.

Is 50% or more of this company owned by a U.S. Military veteran?

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Figure 108. Veteran-owned business dropdown

For this example, we selected “No.”

Click **Next**.

Select the Registered Agent.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Select the Registered Agent ⓘ

A person designated to receive and forward to the principal office any notice, process, or demand served on the agent for the business entity.

Current Registered Agent: Shahzad Akbar

An entity or person not on the list below has given consent to be the registered agent or I need to correct the spelling of the current registered agent.

A entity on this list has given consent to be the registered agent.

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Figure 109. Select registered agent radio buttons and dropdown

For this example, we selected the current registered agent.

Click **Next**.

Enter the **Registered Agent's street address**.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Registered Agent Office Street Address(Required)

I certify this address is a valid street address.

City(Required)

State(Required)

NC - North Carolina

Zip(Required)

Country(Required)

United States

This address is also the Registered Mailing Address.

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Figure 110. Registered Agent street address entry fields

Click **Next**.

Enter the **Registered Agent's mailing address**.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Registered Agent Mailing Address(Required)

I certify this address is a valid street address.

City(Required)

State(Required)

NC - North Carolina

Zip(Required)

Country(Required)

United States

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Figure 111. Registered Agent's mailing address entry fields

Click **Next**.

Enter a description of the **nature of the business**.

Enter the **phone number, principal phone, principal email, and receipt return email**.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Briefly Describe The Nature of Business(Required)

Phone Number(Required)

Principal Office Email

Receipt Return Email(Required)

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Figure 112. Nature of business, phone, principal phone, and email entry fields

Click **Next**.

Enter the **Principal's office street address**.

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Principal Office Street Address(Required)

I certify this address is a valid street address.

City(Required)

State(Required)

NC - North Carolina

Zip(Required)

Country(Required)

United States

This address is also the Principal Office Mailing Address.

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Figure 113. Principal office street address entry fields

Click **Next**.

Enter the **Principal's mailing address**.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Principal Mailing Address(Required)

I certify this address is a valid street address.

City(Required)

State(Required)

NC - North Carolina

Zip(Required)

Country(Required)

United States

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Figure 114. Principal's mailing address

Click **Next**.

Select your **company officials**.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Abc Discount, LLC (1322621)

Company Officials ⓘ

- Member • CHOUDHRY G BUTTAR • 4401 UNITED STREET • GREENSBORO NC 27407
- Member • Shahzad Akbar • 3204 Bridle Trl • Greensboro NC 27407
- Member • Fatos Koleci • 1160 W River Street • Milford CT 06461
- Member • Shehzad Quamar • 4401 United Street • Greensboro NC 27407
- Member • Ilyas Shaikh • 816 Heather Lane • Easton PA 18040
- Member • MUHAMMAD YOUNUS • 4047 RIDGELINE DR • KERNERSVILLE NC 27284
- Member • Muhammad S Haroon • 1928 Haven Rd • Greensboro NC 27410

[Add Official](#) [Edit Official](#) [Delete Official](#)

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Figure 115. Company Officials radio buttons

Click **Next**.

Select the **Entity** and **Purchaser Entity**.

Using the dropdown, indicate whether you want the document expedited.

Home > Business Registration > Application for Certificate of Authority Following Administrative Revocation

Application for Certificate of Authority Following Administrative Revocation

Select the Entity that is executing the Annual Report(Required)

Purchaser Entity(Doesn't have to match the name on the credit card)

Would you like your document to be expedited? ⓘ

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Figure 116. Entity and expedited delivery entry fields

Click **Next**.

The filing appears in a preview window for your review.

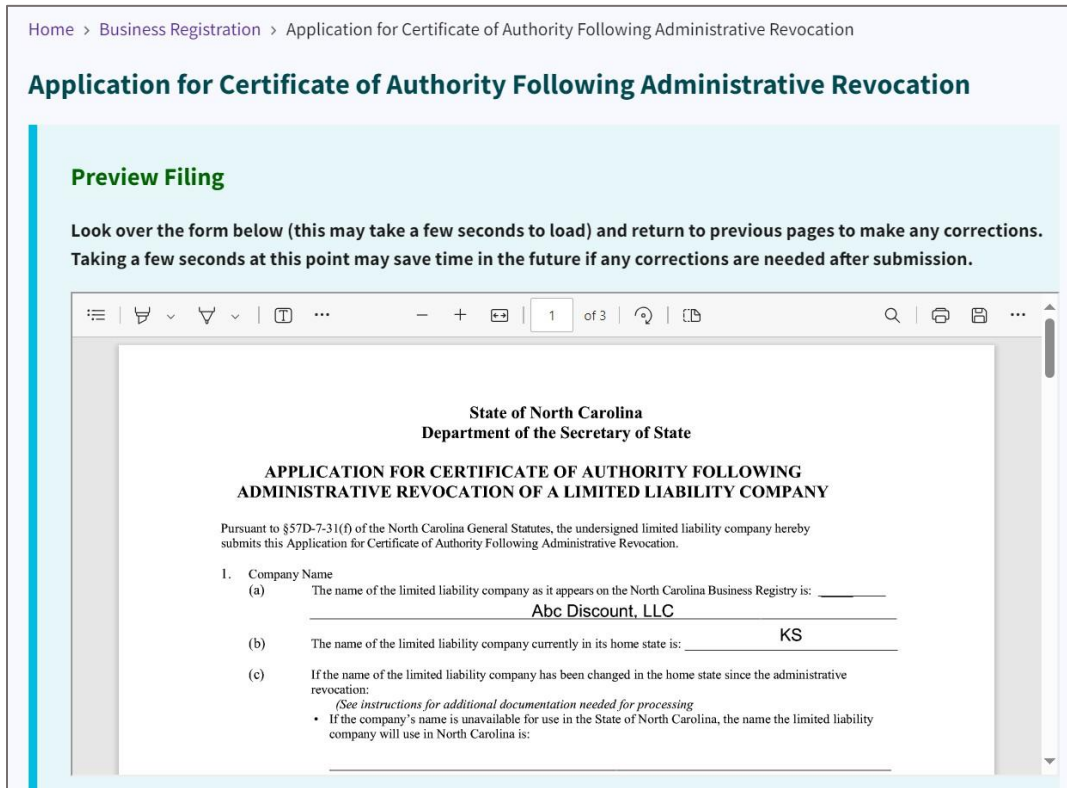


Figure 117. Preview window

Review the document for accuracy.

Scroll to the bottom of the page.

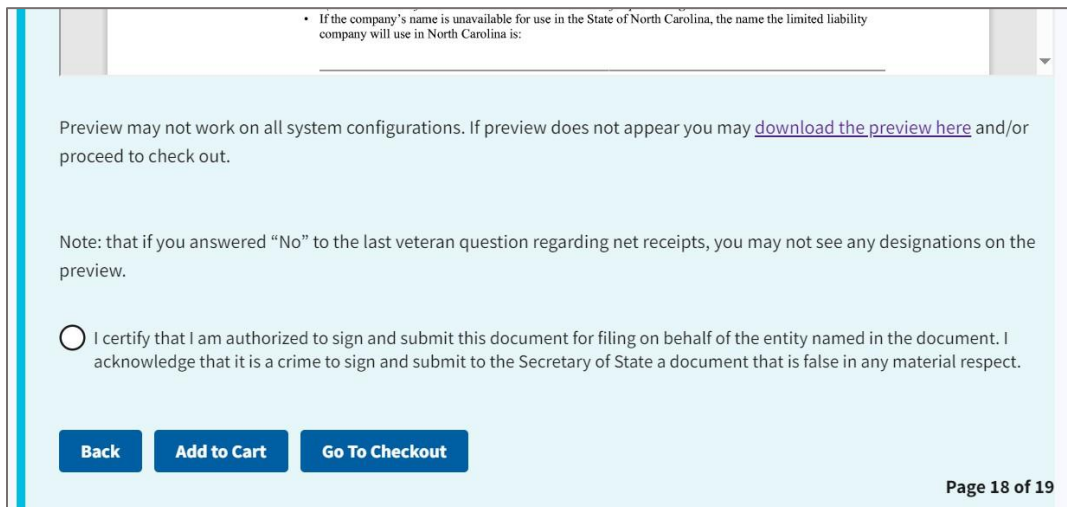


Figure 118. Go to Checkout button

Click **Go to Checkout**.

Submit a Filing

Fees & Payment

FilingFee \$450.00

ElectronicTransactionFee* \$3.00

TotalPayment \$453.00

* NOTE: Electronic Transaction Fees are not refundable

Payment Details

Payment type

Figure 119. Submit a Filing page

Select the **Payment Type**.

You can choose either check (ACH) or credit card.

Fees & Payment

FilingFee \$450.00

ElectronicTransactionFee* \$3.00

TotalPayment \$453.00

* NOTE: Electronic Transaction Fees are not refundable

Payment Details

Payment type

By clicking "Submit" below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above.

Pay and Submit

Figure 120. Pay and Submit button

Click **Pay and Submit**.

This is the last screen you will see. In a real filing situation, your invoice number will display.

Your requalification is submitted.

You will receive a confirmation email.

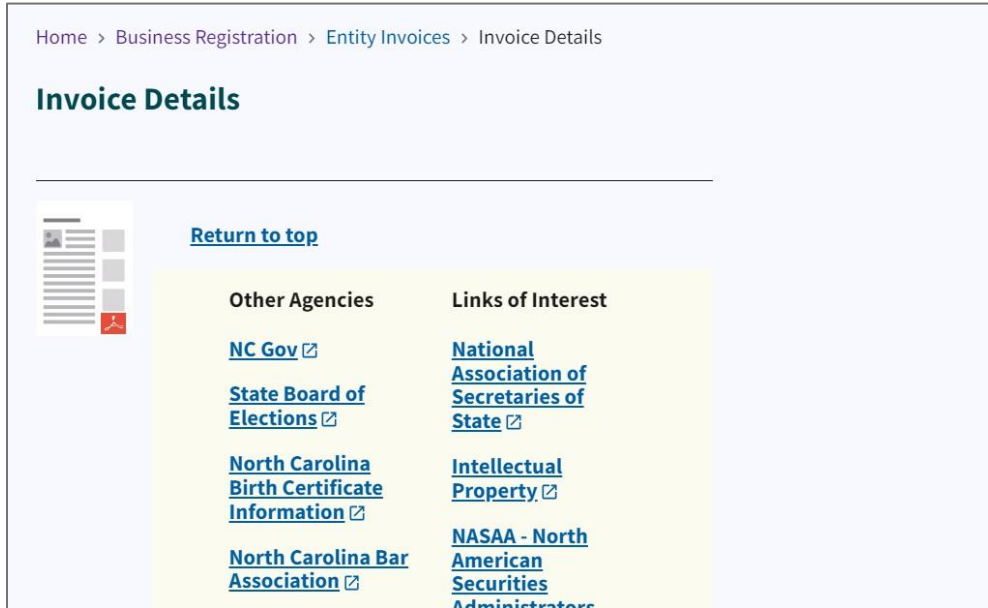


Figure 121. Invoice Details page