

Business Registration Division



Revised 2024



About the Business Registration Division (BRD) Manual

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

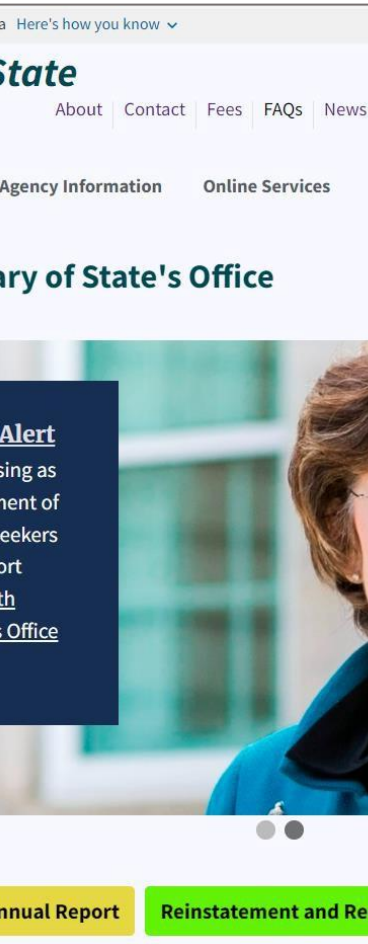
Official website of the State of North Carolina [Here's how you know](#) ▾

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North Carolina Secretary of State's Office

North Carolina Scam Alert
Don't Fall for Impostors posing as the North Carolina Department of the Secretary to lure loan-seekers to pay an up-front fee. Report instances of this to the [North Carolina Attorney General's Office](#) or 1-877-5-NO-SCAM.



[Business Creation](#) [Business Annual Report](#) [Reinstatement and Requalification](#) [Renew Notary](#) [Rural RISE NC](#)

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Business Registration Division (BRD)

This manual gives an overview of the pages and features of the **Business Registration Division** section of the Secretary of State's new KB website.

Go to the North Carolina Secretary of State's Office website at: <https://sosnc.gov>.

Select **Divisions**.

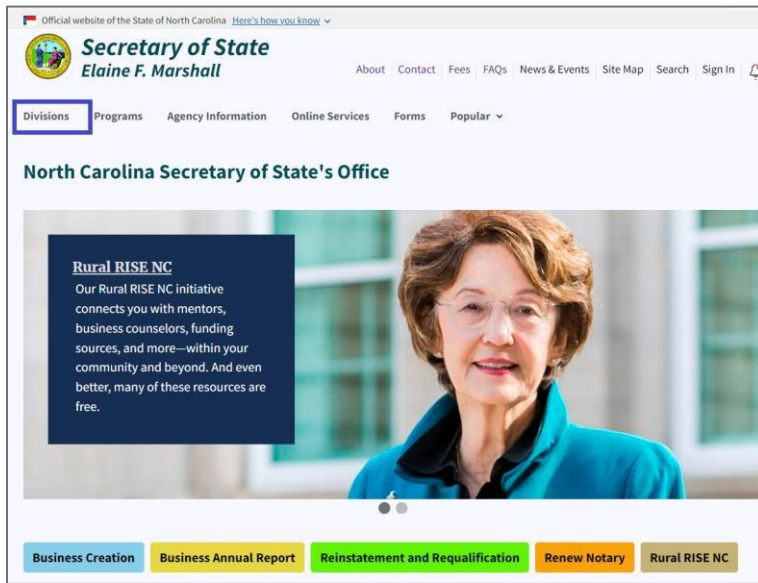


Figure 1. Divisions menu highlighted

This takes you to the **Divisions** page.

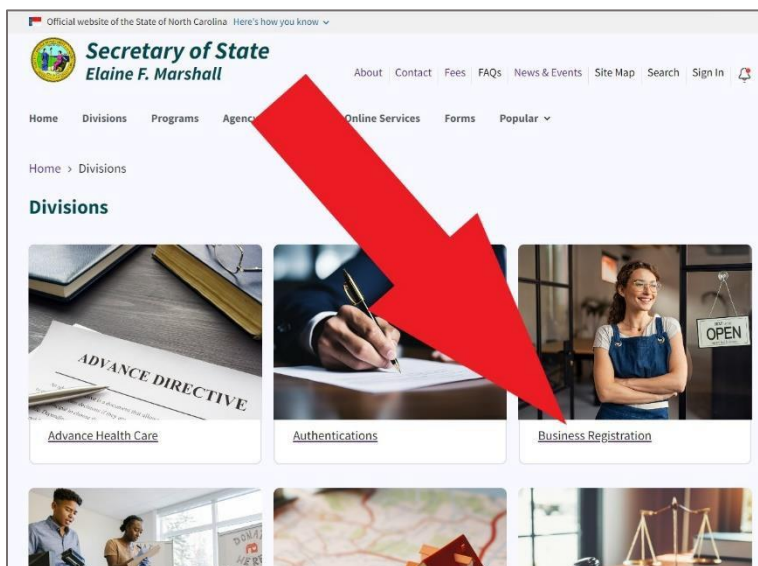


Figure 2. Agency Information page

Select **Business Registration**.

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

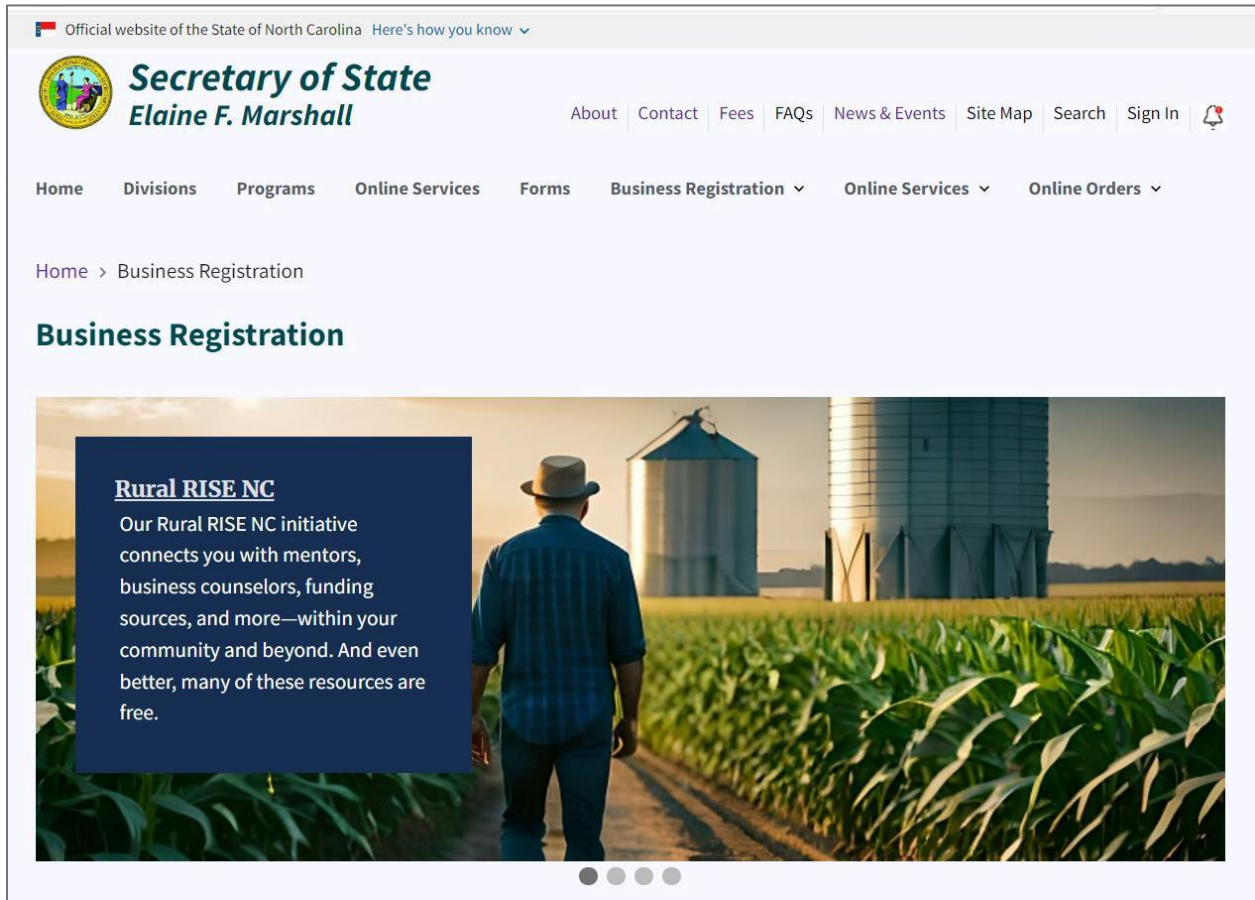


Figure 3. Red arrow pointing to the Business Registration link

Below the image spinner, there are three action buttons: Business Creation, Business Annual Report, and Reinstatement and Requalification.

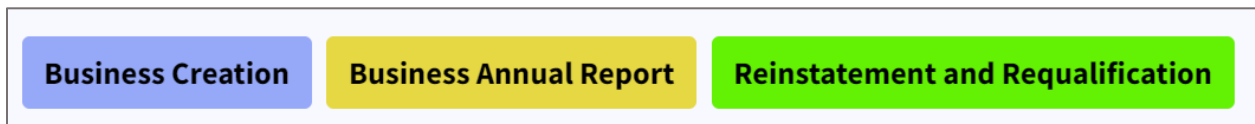


Figure 4. Three action buttons

Business Creation

Select **Business Creation**.

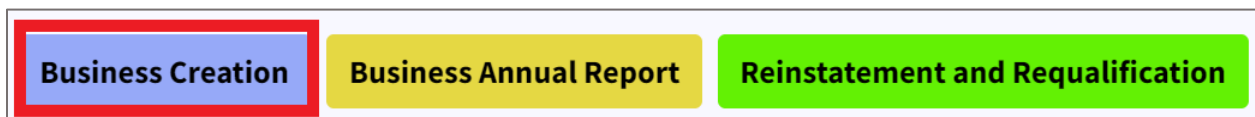
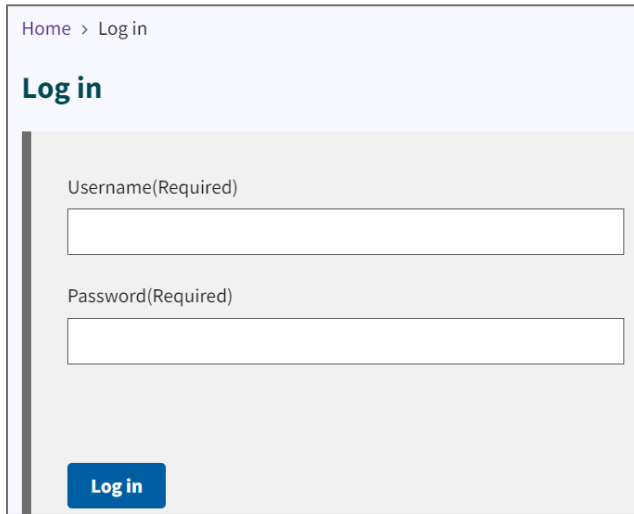


Figure 5. Business Creation button highlighted in red

This link takes you to the first step in the business creation process. You may be first prompted to sign into your NC SOS website account if you haven't already done so.



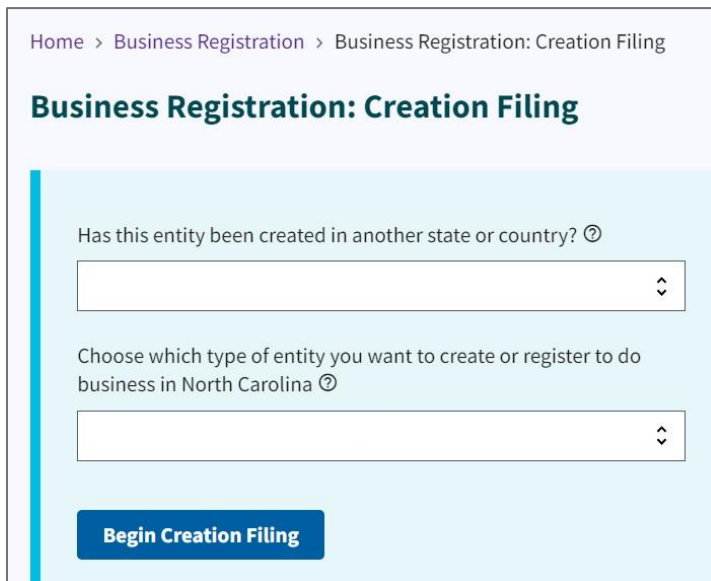
The screenshot shows a web page with a breadcrumb trail at the top: "Home > Log in". Below this is a heading "Log in" in a dark teal font. The main content area is a light gray box containing two input fields. The first is labeled "Username(Required)" and the second is labeled "Password(Required)". Below these fields is a blue button with the text "Log in" in white.

Figure 6. A red arrow points to an active date link

After logging in, you are taken to the first step of the business creation process.

Use the dropdown to answer: "Has this entity been created in another state or country?"

Use the dropdown to answer: "Which entity type do you want to create or register to do business in North Carolina?"



The screenshot shows a web page with a breadcrumb trail at the top: "Home > Business Registration > Business Registration: Creation Filing". Below this is a heading "Business Registration: Creation Filing" in a dark teal font. The main content area is a light blue box containing two dropdown menus. The first dropdown is labeled "Has this entity been created in another state or country? ⓘ" and the second is labeled "Choose which type of entity you want to create or register to do business in North Carolina ⓘ". Below these dropdowns is a blue button with the text "Begin Creation Filing" in white.

Figure 7. Two dropdowns for answers to two questions

Click **Begin Creation Filing**.

For this example, we answered "No" and chose "Limited Liability Company."

The Articles of Organization page has a link to the L-01 Form used to register a NC LLC. Your filing fee is also listed on this page.

Click **Start Filing**.



Figure 8. Articles of Organization page

Click **Start Filing**.

You have the option of creating a new online filing based on a series of questions and answers. Or you can upload an existing signed copy of the document.

Some service companies and law firms choose to upload their own documents. If you do choose this option, this will be the filed document of record and an image will not be generated by the online process.

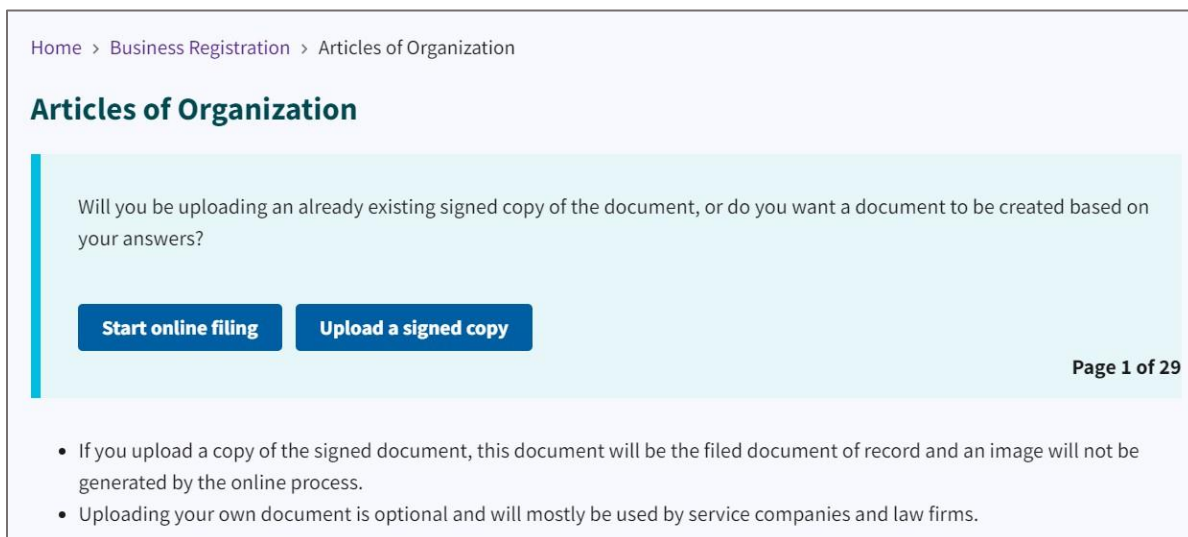


Figure 9. Articles of Organization options

If you click **Upload a Signed Copy**, you are then prompted to select the file and upload it. See **Figure 10**.

Drag the file or select the **Choose from Folder** link to upload the PDF document.

Note: This signed document must be in PDF format.

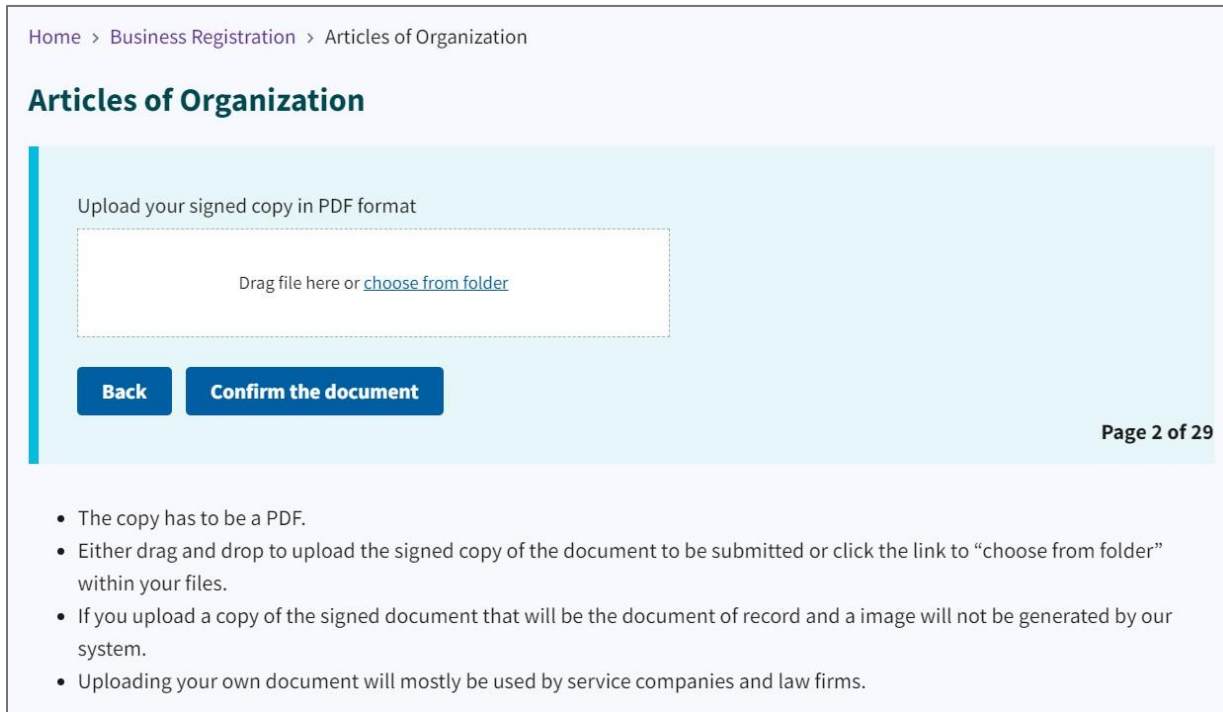


Figure 10. Articles of Organization upload option

Click **Confirm the Document**.

For this example, we chose to create a new online filing.

Click **Start Online Filing**.

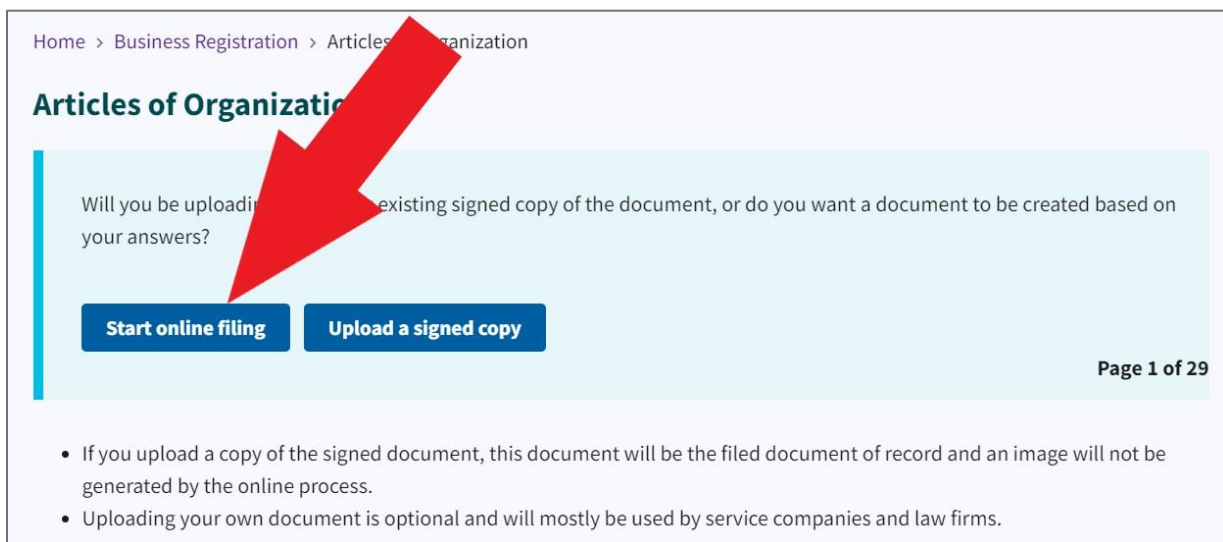
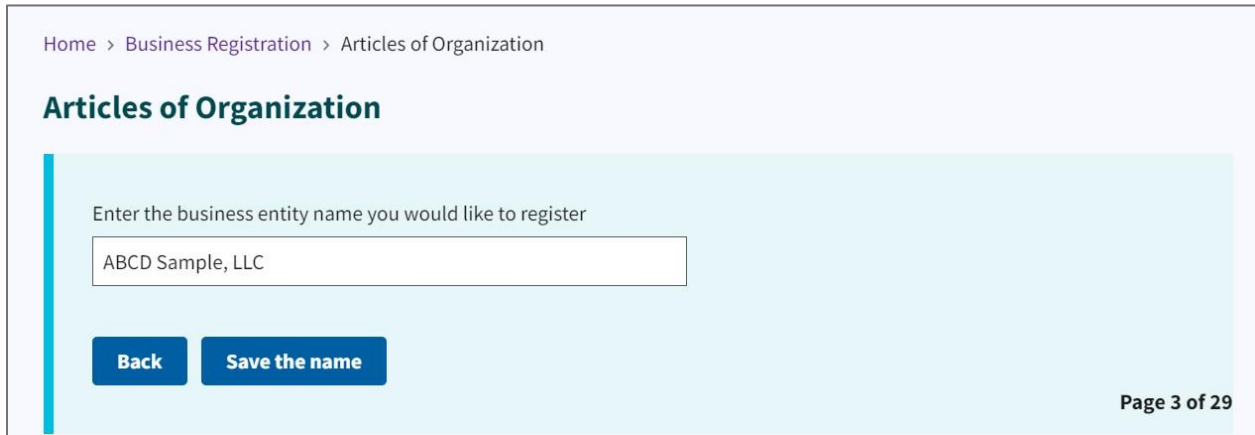


Figure 11. A red arrow points at the Start Online Filing button

Enter the business entity name for which you would like to register.



Home > Business Registration > Articles of Organization

Articles of Organization

Enter the business entity name you would like to register

[Back](#) [Save the name](#)

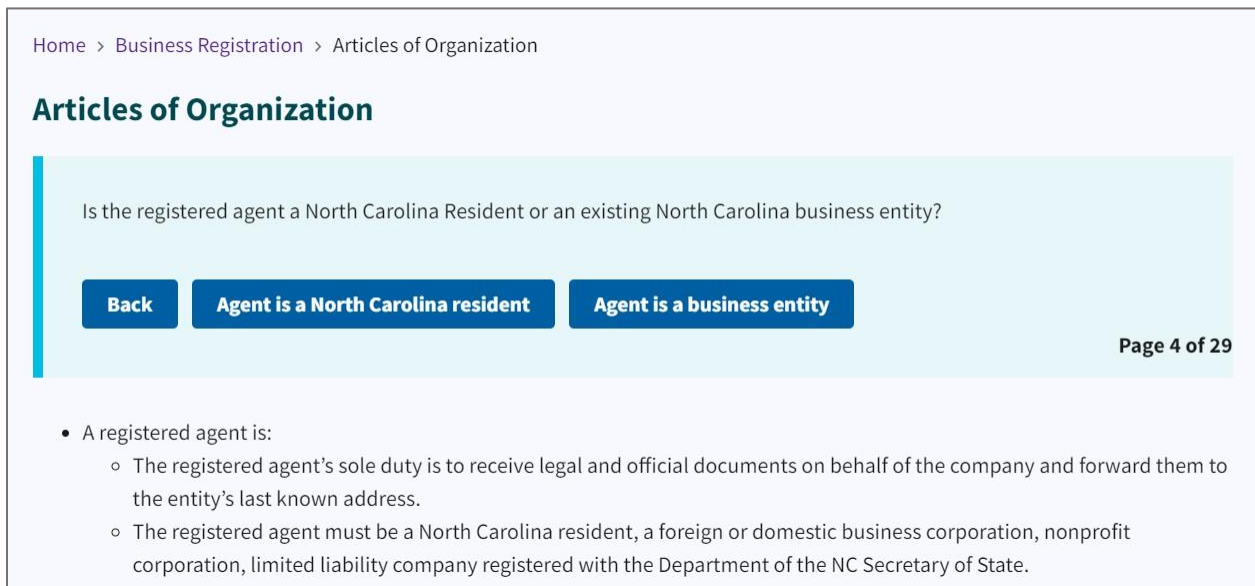
Page 3 of 29

Figure 12. Entity Name entry field

Click **Save the Name**.

Click on the button that indicates whether or not your registered agent is a North Carolina resident or an existing North Carolina business entity.

The registered agent’s duty is to receive legal and official documents on behalf of the company and forward them to the entity’s last known address. The registered agent must be registered with the NC Secretary of State’s Office.



Home > Business Registration > Articles of Organization

Articles of Organization

Is the registered agent a North Carolina Resident or an existing North Carolina business entity?

[Back](#) [Agent is a North Carolina resident](#) [Agent is a business entity](#)

Page 4 of 29

- A registered agent is:
 - The registered agent’s sole duty is to receive legal and official documents on behalf of the company and forward them to the entity’s last known address.
 - The registered agent must be a North Carolina resident, a foreign or domestic business corporation, nonprofit corporation, limited liability company registered with the Department of the NC Secretary of State.

Figure 13. Registered agent status buttons

For this example, we selected “Agent Is a North Carolina Resident.”

Click **Agent Is a North Carolina Resident**.

Enter the **registered agent's name**.

The screenshot shows a web page titled "Articles of Organization" with a breadcrumb trail: Home > Business Registration > Articles of Organization. The main heading is "Articles of Organization". Below it, the text "The name of the registered agent is" is followed by four input fields labeled "First", "Middle", "Last", and "Suffix". At the bottom left, there are two buttons: "Back" and "Save the agent name". At the bottom right, it says "Page 5 of 29".

Figure 14. Registered agent's name entry fields

Click **Save the Agent Name**.

Enter the **registered agent's email address**.

The screenshot shows a web page titled "Articles of Organization" with a breadcrumb trail: Home > Business Registration > Articles of Organization. The main heading is "Articles of Organization". Below it, the text "Enter the email address of the registered agent" is followed by a single input field. At the bottom left, there are two buttons: "Back" and "Save the email". At the bottom right, it says "Page 7 of 29".

- This email address is required and will be used for for appointment consent verification.

Figure 15. Registered agent's email address entry field

Click **Save the Email**.

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

Home > Business Registration > Articles of Organization

Articles of Organization

The street address and county of the registered office of the entity is

Address

City

State
NC - North Carolina

Zip Code

County

Country
United States

[Back](#) [Save the address](#)

Page 8 of 29

Figure 16. Registered office's street address entry fields

Click the button that indicates if the registered agent's mailing address is the same as the street address.

Home > Business Registration > Articles of Organization

Articles of Organization

Is the registered agent mailing address the same as the street address?

[Back](#) [No](#) [Yes](#)

Page 9 of 29

Figure 17. "No" and "Yes" buttons

For this example, we selected "Yes."

Click the button that indicates if your corporation have a principal office.

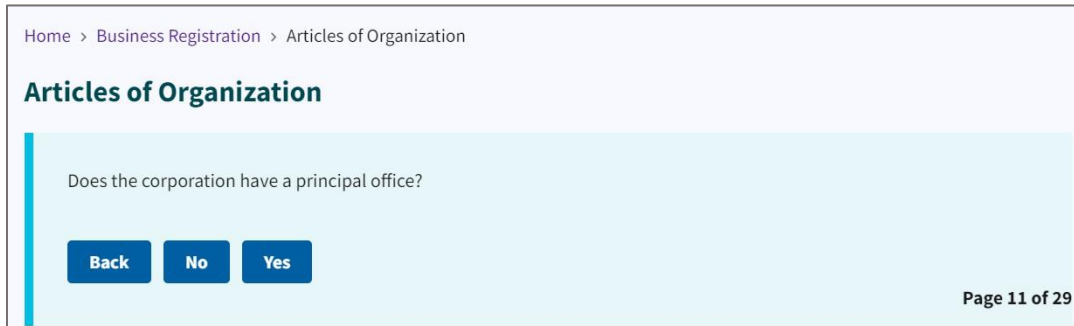


Figure 18. "Yes" and "No" buttons

For this example, we selected "No."

Attach any provisions which the corporation wants to include by dragging the file to the white box or selecting the **Choose from the Folder** link.

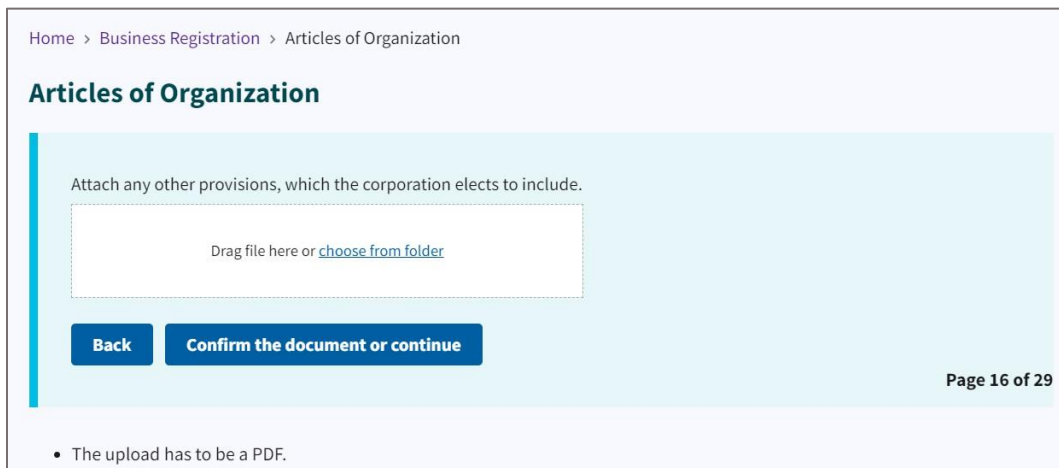


Figure 19. Link to upload any provisions as a PDF format

Click **Confirm the Document or Continue**.

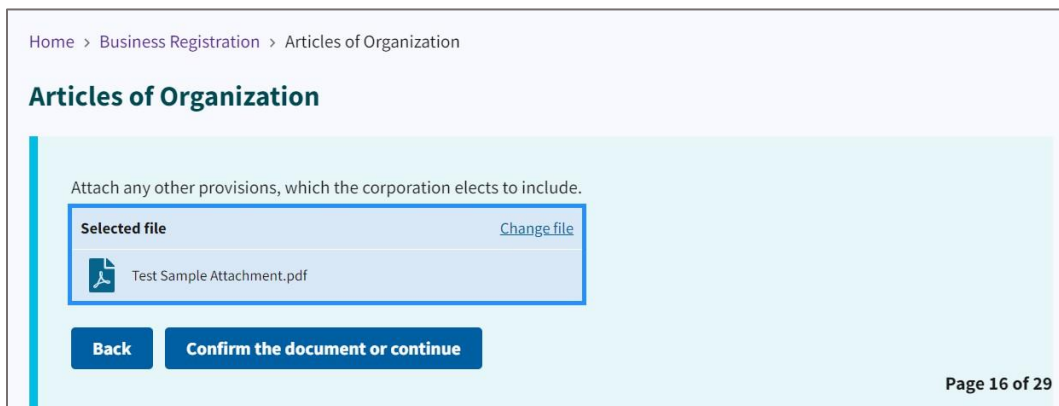


Figure 20. Selected file and "Confirm the Document" button

Add the name and addresses of each organizer by using the buttons. See **Figure 21**.

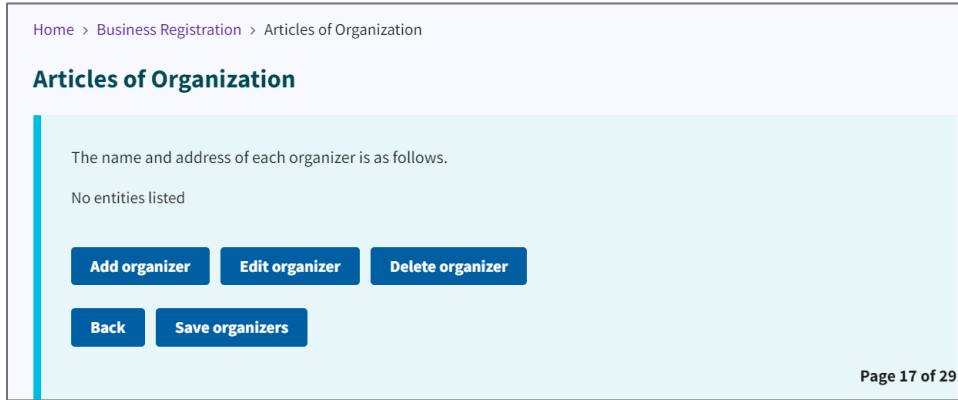


Figure 21. Five action buttons

For this example, we selected Add Organizer.

Click **Add Organizer**.

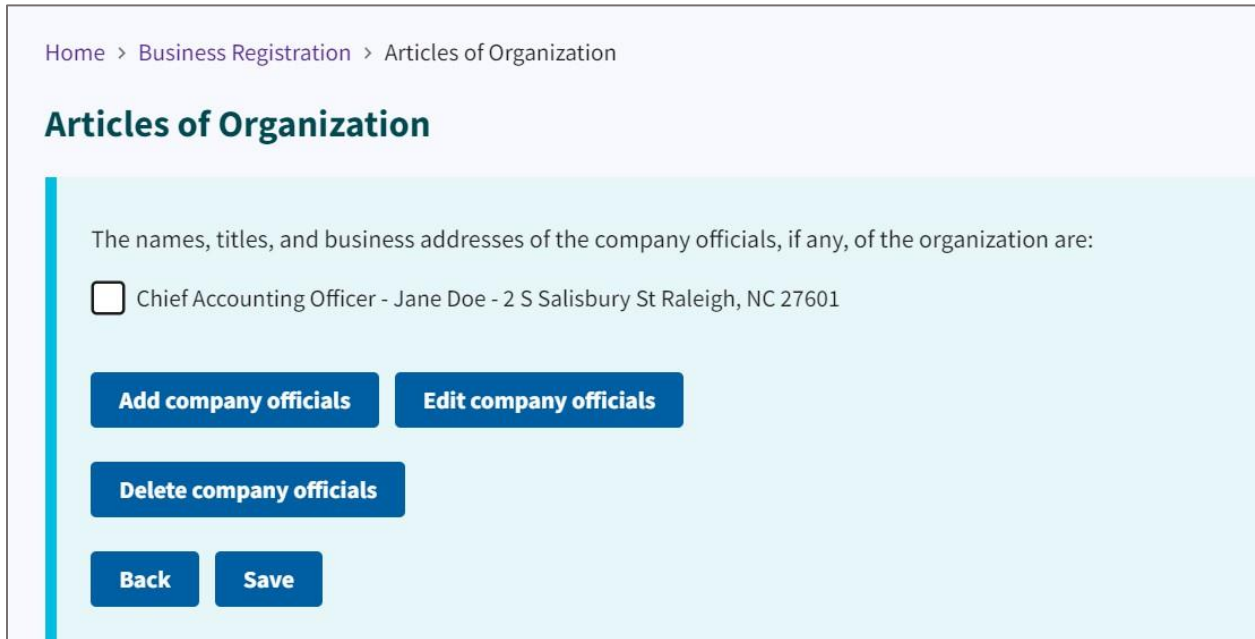
Enter the **organizer's name and address**.

The screenshot shows the 'Articles of Organization' page with the 'Add Organizer' form. The form is titled 'Organizers' and contains the following fields: 'Name or Entity Name' (text input), 'Capacity' (dropdown menu), 'Address' (text area), 'City' (text input), 'State' (dropdown menu), 'Zip Code' (text input), and 'Country' (dropdown menu with 'United States' selected). At the bottom of the form are two blue buttons: 'Back' and 'Save'.

Figure 22. Address entry fields

Click **Save**.

To manage company officials, first select the checkbox next to their name to choose an existing official. Additionally, you have the option to add new officials, make changes to existing ones, or remove them by clicking the appropriate button.



Home > Business Registration > Articles of Organization

Articles of Organization

The names, titles, and business addresses of the company officials, if any, of the organization are:

Chief Accounting Officer - Jane Doe - 2 S Salisbury St Raleigh, NC 27601

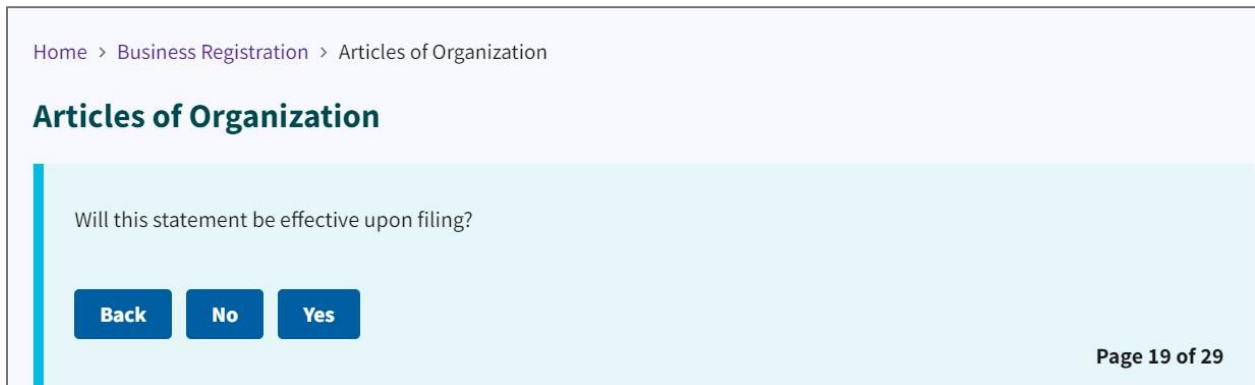
Add company officials **Edit company officials**

Delete company officials

Back **Save**

Figure 23. Company official checkbox and buttons

Click **Save**.



Home > Business Registration > Articles of Organization

Articles of Organization

Will this statement be effective upon filing?

Back **No** **Yes**

Page 19 of 29

Figure 24. Statement question with answer buttons

Click either “Yes” or “No.”

For this example, we clicked “Yes.”

Home > Business Registration > Articles of Organization

Articles of Organization

Enter the email address to send notifications to about this filing

[Back](#) [Save the email address](#)

Page 21 of 29

Figure 25. Email address entry field

Click **Save the Email Address**.

Home > Business Registration > Articles of Organization

Articles of Organization

Signature and signed date

Pick the Name of the officer or company official

Type your signature

I certify that I am authorized to sign this document (Only select if officer or company official is a commercial entity)

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](#) [Save the signature](#)

Page 22 of 29

Figure 26. Signature entry field and checkboxes

Click **Save the Signature**.

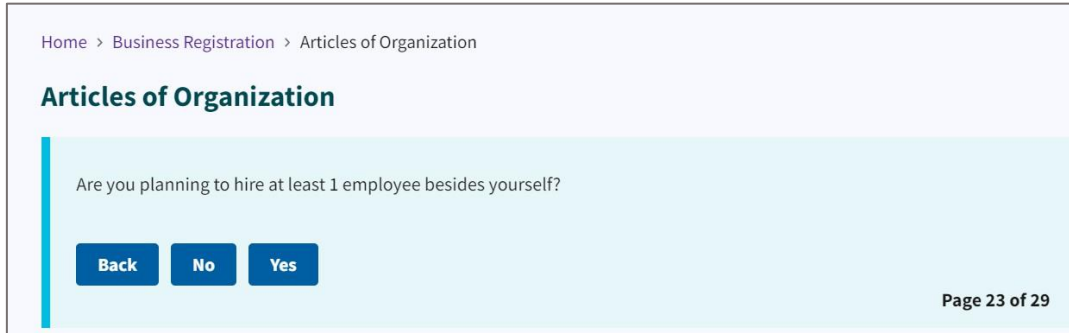


Figure 27. Employee question with answer buttons

Click either “Yes” or “No.”

For this example, we clicked “No.”

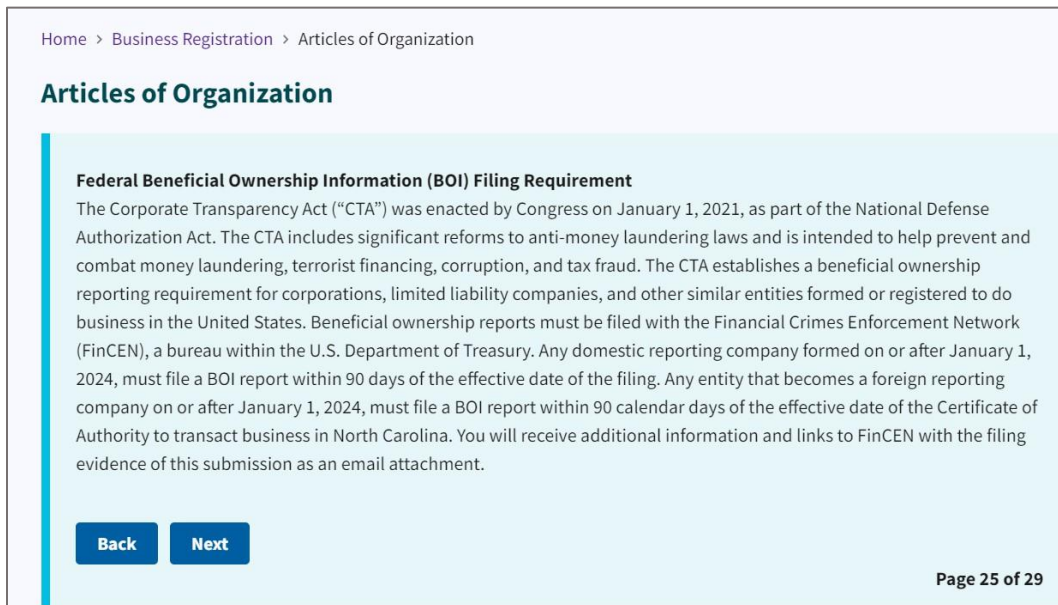


Figure 28. Federal BOI Filing Requirement notice

Click **Next**.

A preview of the filing displays in a preview window. Review your filing for accuracy.

Select the checkbox “I have reviewed the document and it is correct.”

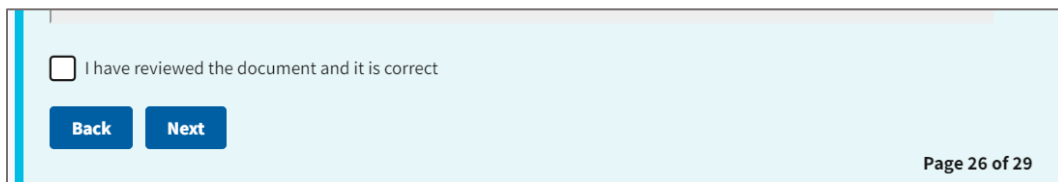


Figure 29. Preview of filing with checkbox

Click **Next**.



Figure 30. Expedite document delivery question

Click **Checkout**.

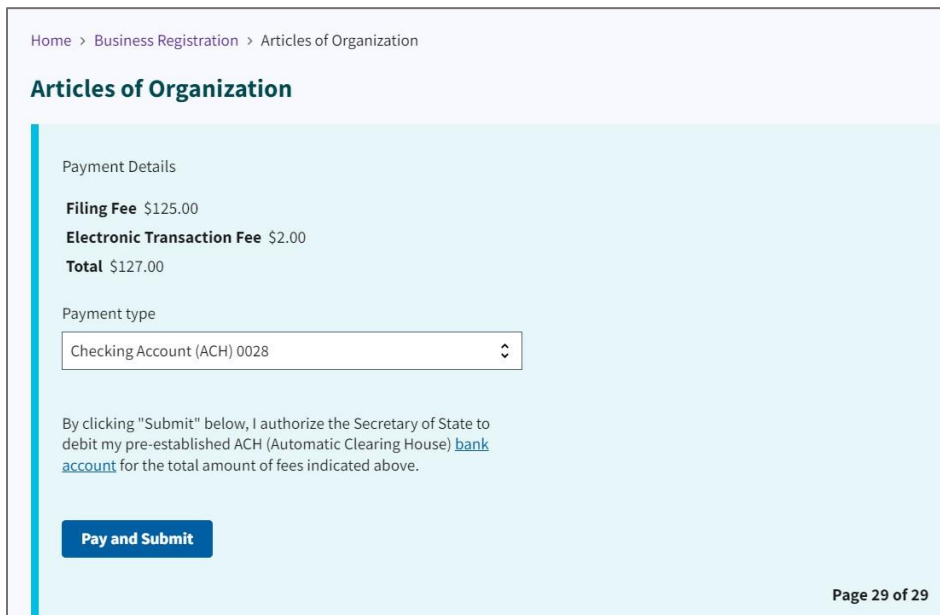


Figure 31. Payment Details and Pay and Submit button

Using the dropdown, select either Checking Account (ACH) or Credit Card.

Click **Pay and Submit**.

Go through the payment prompts.

You will receive a confirmation and receipt by email.

Business Annual Report

Go to the **Business Registration** main page.

Click **Business Annual Report**.



Figure 32. Business Annual Report button highlighted in red

Search for your business by **name**.

Figure 33. Search tool

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 34**.

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 34. Search Results

Click the yellow **File Annual Report** button beside the name of your business. See **Figures 35**.

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	+



Figure 35. Click File Annual Report button

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

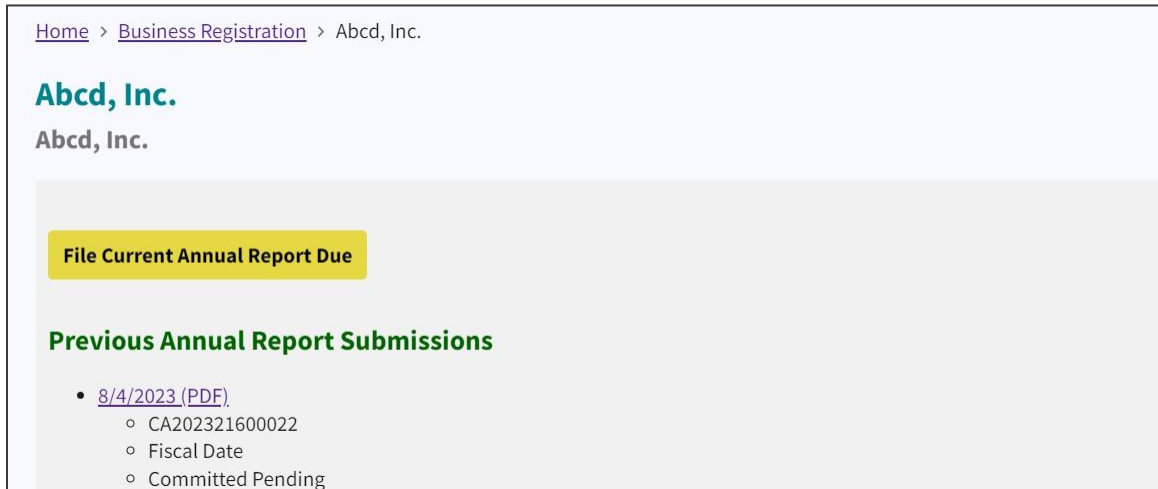


Figure 36. Previous Annual Report Submissions

Click the yellow **File Current Annual Report Due** button. See **Figure 36**.

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.

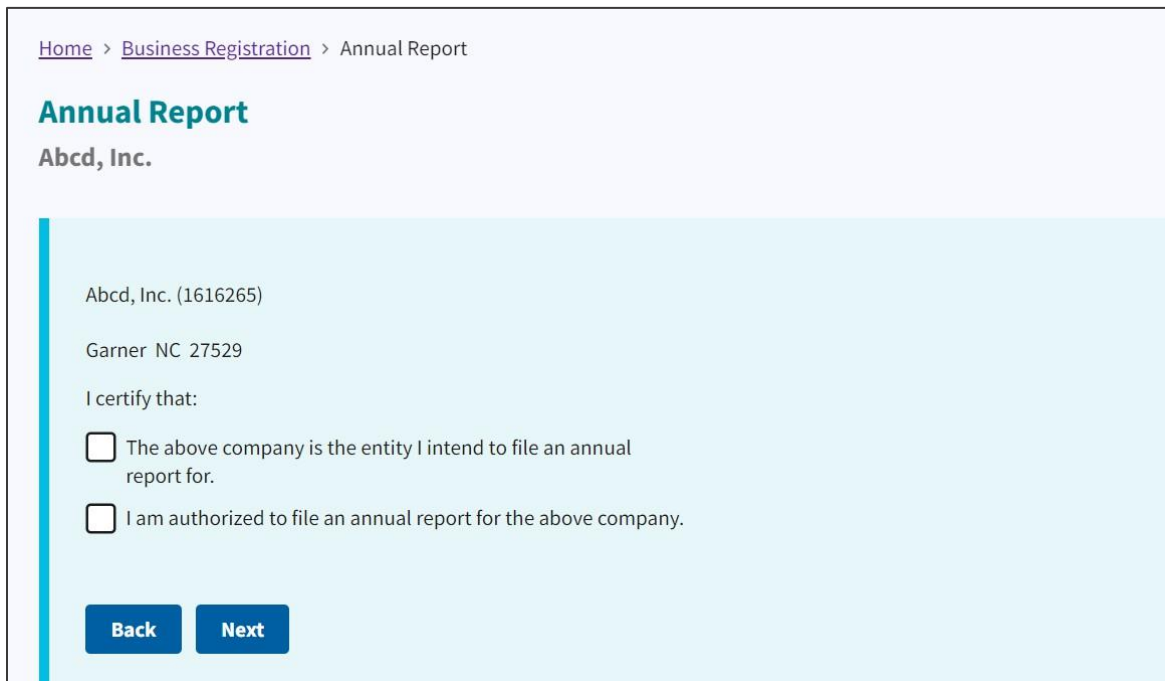


Figure 37. Certify authorization to file

Select both check boxes.

Click **Next**.

Select the **fiscal year** and **month** for the filing.

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 38. 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 39. Veteran Owned question

Figure 39 shows the screen for selecting “No” to the question “Is 50% or more of this company owned by a U.S. Military veteran?”

Figure 40 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 40. Yes option

Answer “Yes” or “No.”

For this example, we selected “No.”

Click **Next**.

This takes you to the **Registered Agent** page.

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

Annual Report

Abcd, Inc.

Registered Agent

Select the Registered Agent

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

Corporation Service Company - 2626 Glenwood Ave Ste 550 Ra

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.

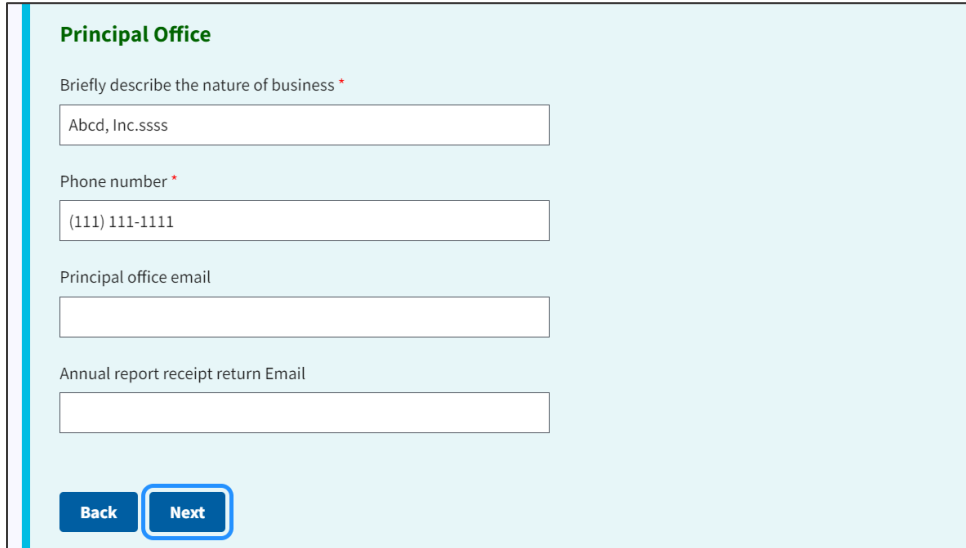
Back **Next**

Figure 41. Registered Agent

Select the **Registered Agent**.

Click **Next**.

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



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

Figure 42. Principal Office page

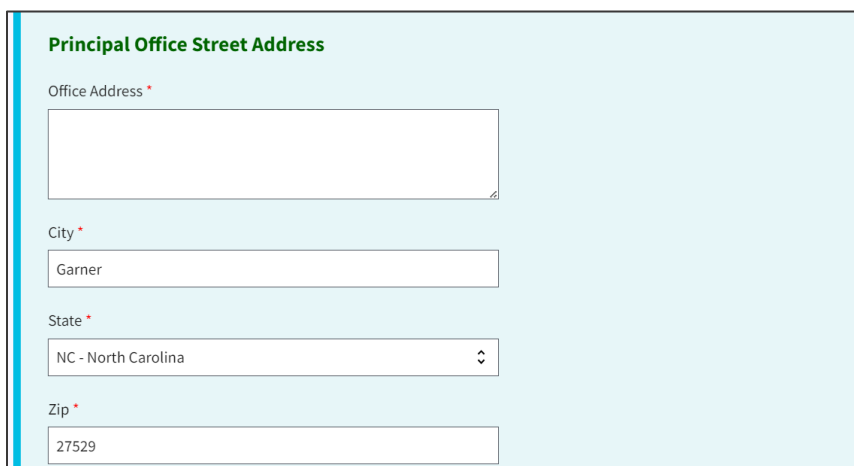
Enter the fields with your **business nature description**, **principal office email**, and **annual report receipt return email**.

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.

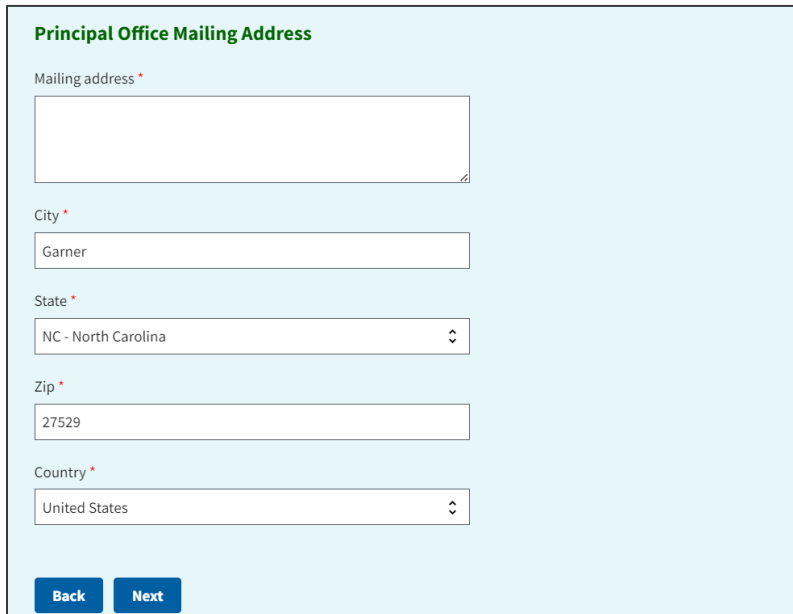


The screenshot shows a web form titled "Principal Office Street Address" with a light blue background. It contains four input fields: "Office Address" (empty), "City" (with "Garner" entered), "State" (a dropdown menu with "NC - North Carolina" selected), and "Zip" (with "27529" entered).

Figure 43. Principal Office Street Address

Click **Next**.

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



The screenshot shows a form titled "Principal Office Mailing Address" with a light blue background. It contains several 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 left, there are two blue buttons labeled "Back" and "Next".

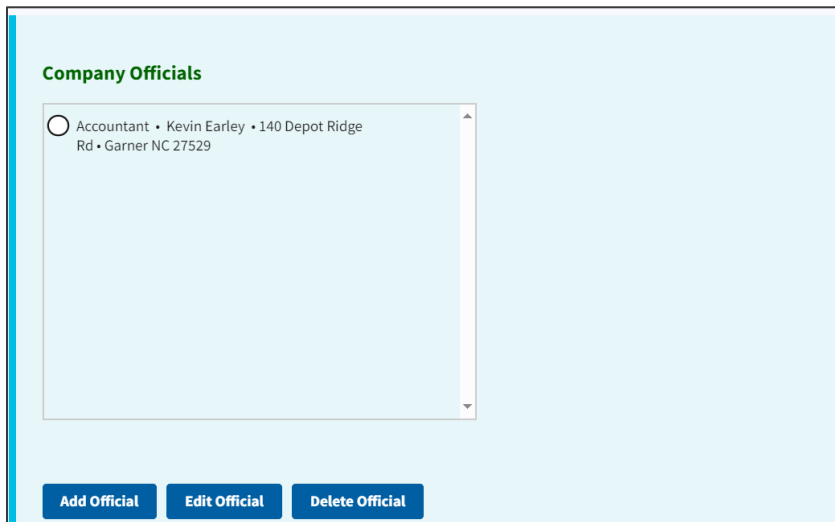
Figure 44. Principal Office Mailing Address page

Click **Next**.

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

You can add, edit, and delete officials with the blue buttons. See **Figure 45**.

Select the company official(s) if they are already listed.

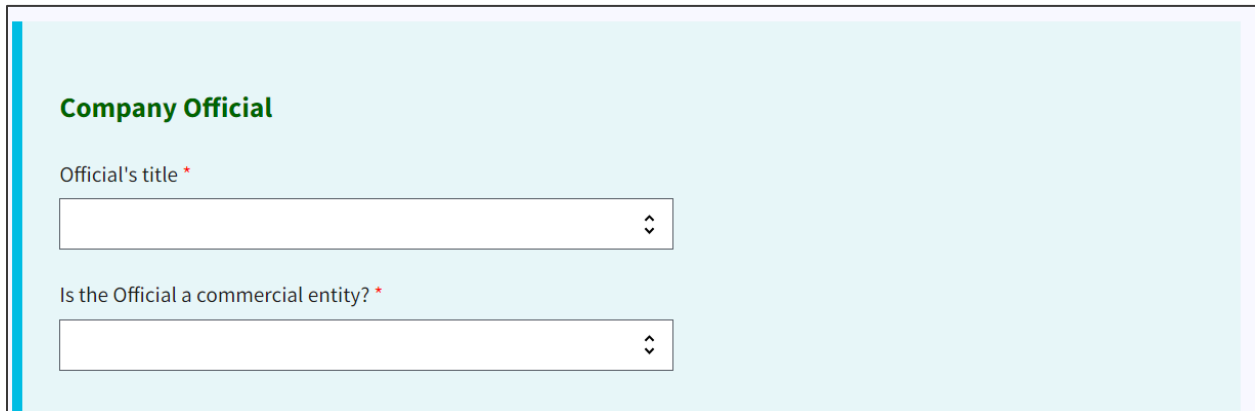


The screenshot shows a form titled "Company Officials" with a light blue background. It features a scrollable list box containing one entry: "Accountant • Kevin Earley • 140 Depot Ridge Rd • Garner NC 27529". At the bottom left, there are three blue buttons labeled "Add Official", "Edit Official", and "Delete Official".

Figure 45. Report Date page

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

Clicking this link will take you to the **Company Official** page for adding an official.



The screenshot shows a light blue form titled "Company Official". It contains two dropdown menus. The first is labeled "Official's title *" and is currently empty. The second is labeled "Is the Official a commercial entity? *" and is also empty. Both dropdown menus have a double-headed arrow icon on the right side.

Figure 46. Company Official (adding one)

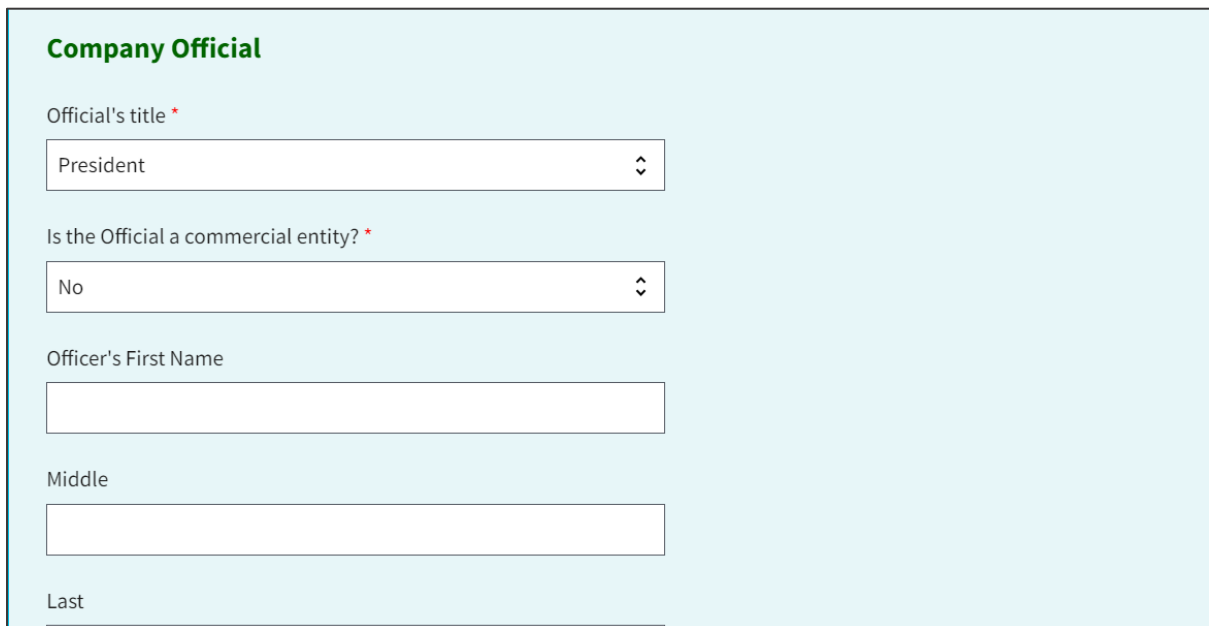
Enter the **Official's Title**.

Select "Yes" or "No" as to whether the official is a commercial entity. See **Figure 46**.

Click **Next**.

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

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

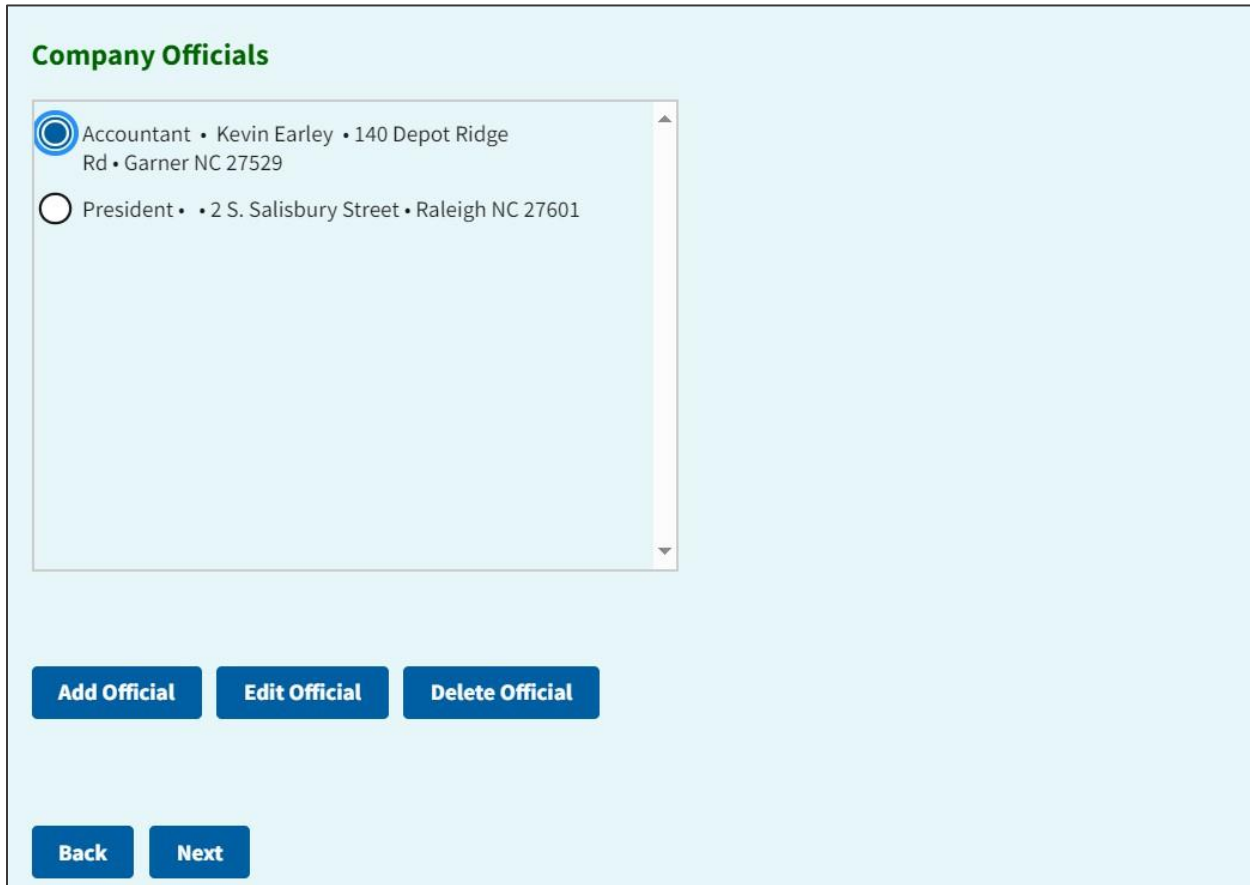


The screenshot shows the "Company Official" form with the following fields filled in: "Official's title *" is set to "President"; "Is the Official a commercial entity? *" is set to "No"; "Officer's First Name" is an empty text box; "Middle" is an empty text box; and "Last" is an empty text box.

Figure 47. Company Official title, name, and address

Click **Save**.

Now, you see the newly added company official. See **Figure 48**.



The screenshot shows a light blue interface titled "Company Officials". It features a scrollable list of two officials:

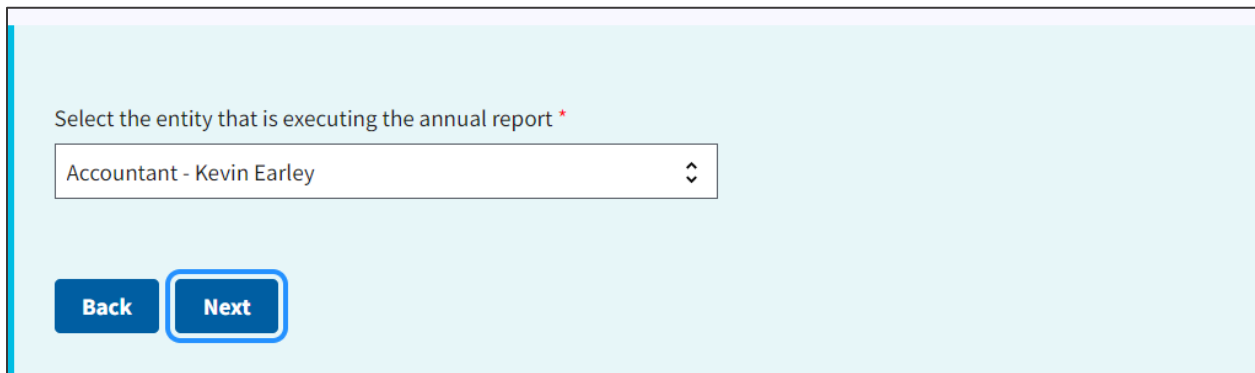
- Accountant • Kevin Earley • 140 Depot Ridge Rd • Garner NC 27529
- President • 2 S. Salisbury Street • Raleigh NC 27601

Below the list are three blue buttons: "Add Official", "Edit Official", and "Delete Official". At the bottom left are two more blue buttons: "Back" and "Next".

Figure 48. Newly added company official

Click **Next**.

In the next screen, select the company official who is filing the annual report. See **Figure 49**.



The screenshot shows a light blue interface with the text "Select the entity that is executing the annual report *". Below this is a dropdown menu with "Accountant - Kevin Earley" selected. At the bottom left are two blue buttons: "Back" and "Next", with the "Next" button highlighted by a blue border.

Figure 49. 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 50. 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 51. Fees and Payment page

Select your **Payment Type**.

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

The screenshot shows a light blue background with two main sections. The first section, titled "Fees & Payment" in green, lists: "FilingFee \$18.00", "ElectronicTransactionFee* \$3.00", and "TotalPayment \$21.00". Below this is a note: "* NOTE: Electronic Transaction Fees are not refundable". The second section, titled "Payment Details" in green, contains a "Payment type" label and a dropdown menu with "Checking Account (ACH) 0015" selected. Below the dropdown is a paragraph: "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." At the bottom left of the form is a blue button labeled "Pay and Submit".

Figure 52. Click Pay and Submit

Click **Pay and Submit**.

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

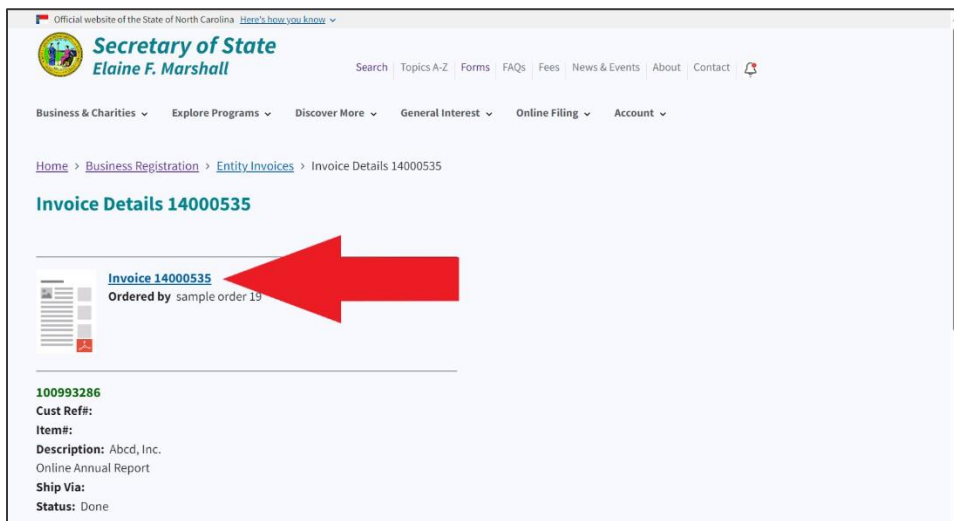


Figure 53. Invoice Details page

Click on the **Invoice** link. See **Figure 53**.

This downloads a receipt in PDF. See **Figure 54**.



Test Carolina Department of The Secretary of Test

Invoice Number: 14000535

Billing Information

Sample Order 19
232 S Salisbury Stpo Box 12
Raleigh, NC 27601-2903

Contact: sample order 19

Invoice Number: 14000535

Customer Id Number: 200088713

Invoice Date: 12/21/2023

Account Type: Monthly Billing

Ship Via: Online

Invoiced Items

Description	Certificate Number	Customer Reference	Qty	Pages	Item Cost	Total	Due
Online Annual Report Abed, Inc. (File/Task#)							
1210 0511 435900061	100993286		1		\$18.00	\$18.00	
Electronic Transaction Fee (File/Task#)							
2120 0502 437993	100993287		1		\$2.00	\$2.00	

Payment Details

ACH E-Payment for \$20.00, Acct XXXXXXXXXXXXXXX0015

\$20.00 \$20.00 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 54. Downloadable PDF of Receipt

Check Your Filing

After you complete the online annual report filing process, be sure to review your filing.

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

Click **Business Annual Report**.



Figure 55. Red arrow pointing to Business Annual Report button

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

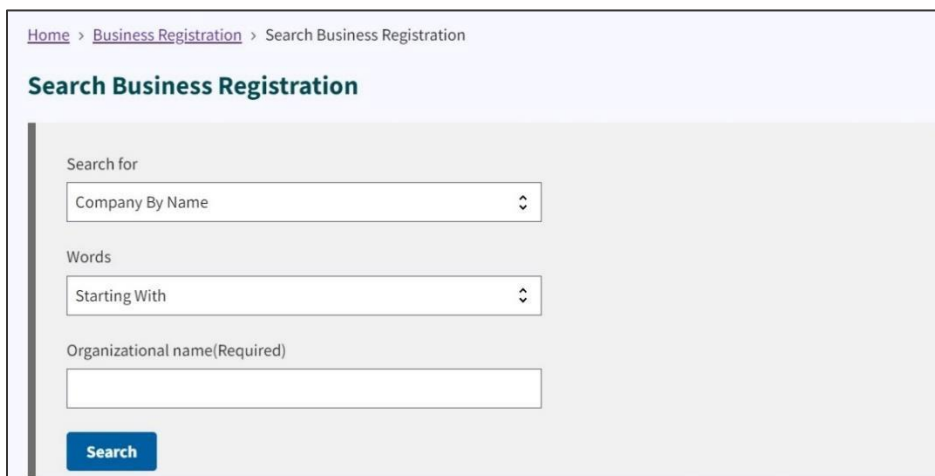


Figure 56. Search Business Registration search tool

In the Organizational name (Required) field, type the name of your company. See **Figure 56**.

Clicking **Search** takes you to the **Search Results** page.

Home > Business Registration > Search > Search Results

Search Results

Records Found 53

Words Starting with **Organization Name** Abcd **Search Time** 2/27/2024 10:34 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 +

Figure 57. Search Results showing company names

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

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 Email Notification list](#)
[View filings for Abcd Aviation, Inc.](#)

Figure 58. Plus sign to expand the tile

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.**

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 Registration list](#)
[View filings for Abcd Aviation, Inc.](#)

Figure 59. Red arrow pointing to View Filings for Company Name link

A list of previous filings displays.

[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 60. List of filings

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

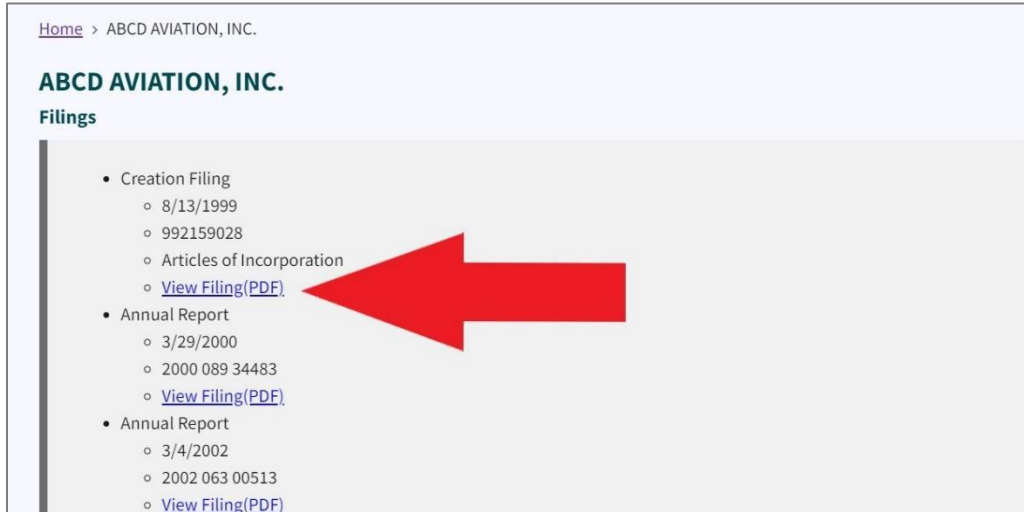


Figure 61. Red arrow pointing to View Filing (PDF) link

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



Figure 62. PDF copy of the filing

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**.

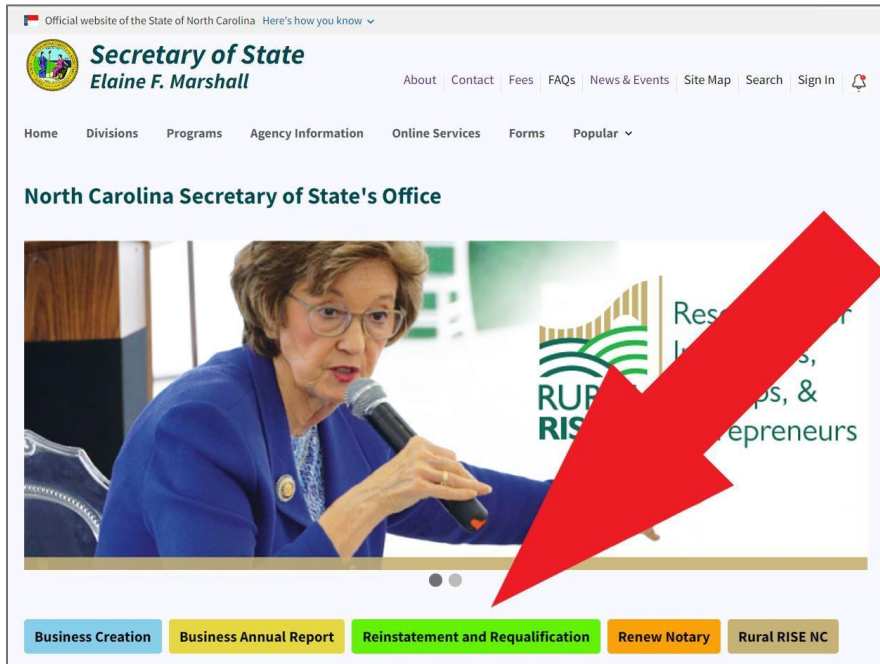


Figure 63. A red arrow points to an action button on the NC SOS home page

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

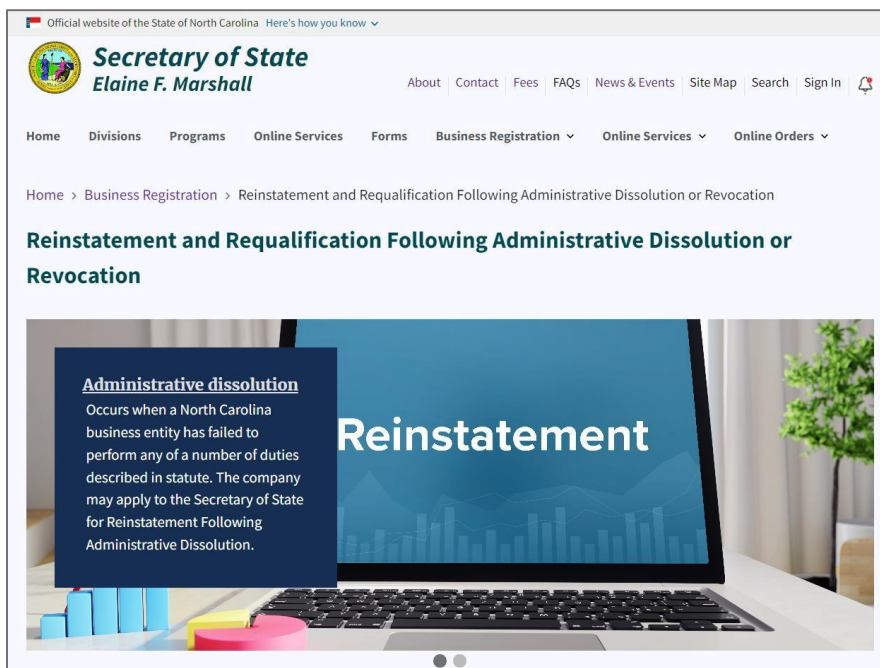


Figure 64. Reinstatement and Requalification page

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

Select **Online Filing**.

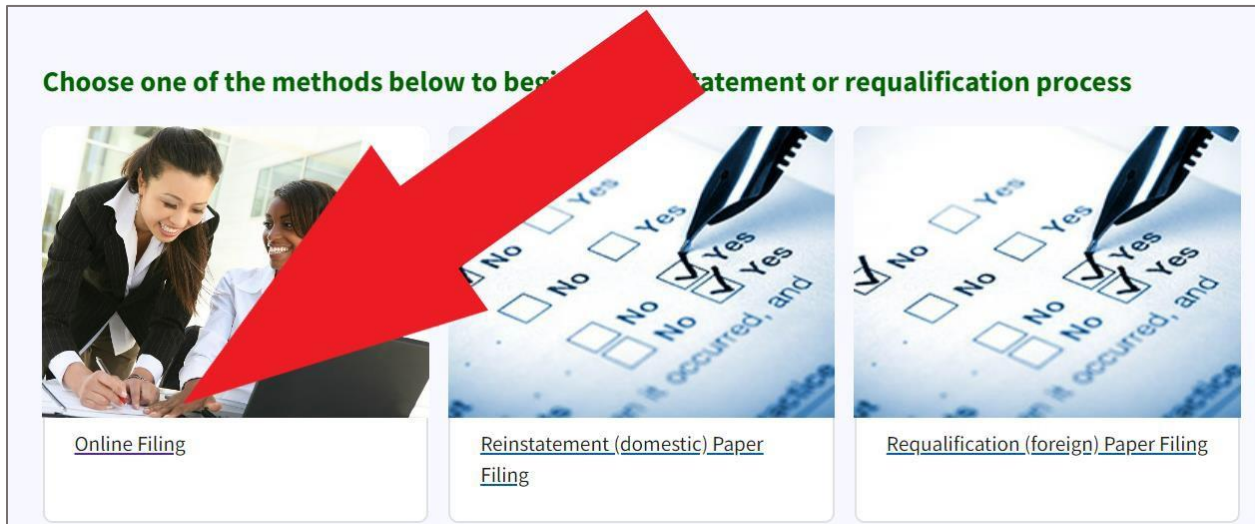


Figure 65. Select Online Filing

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

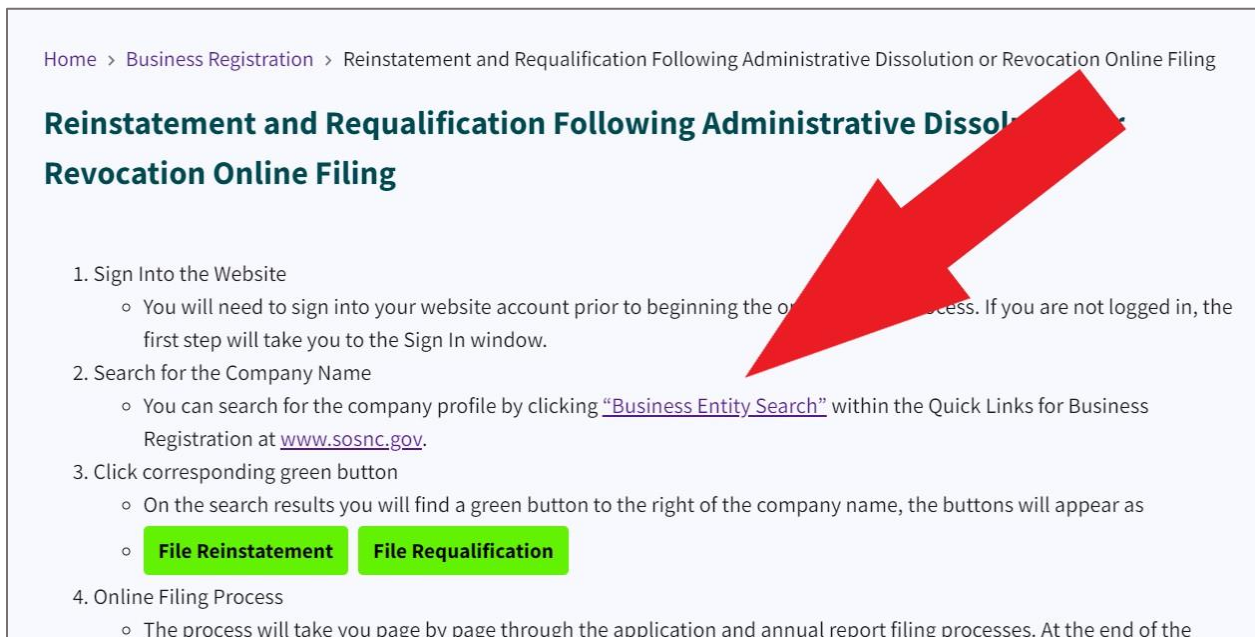


Figure 66. Select Business Entity Search

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.

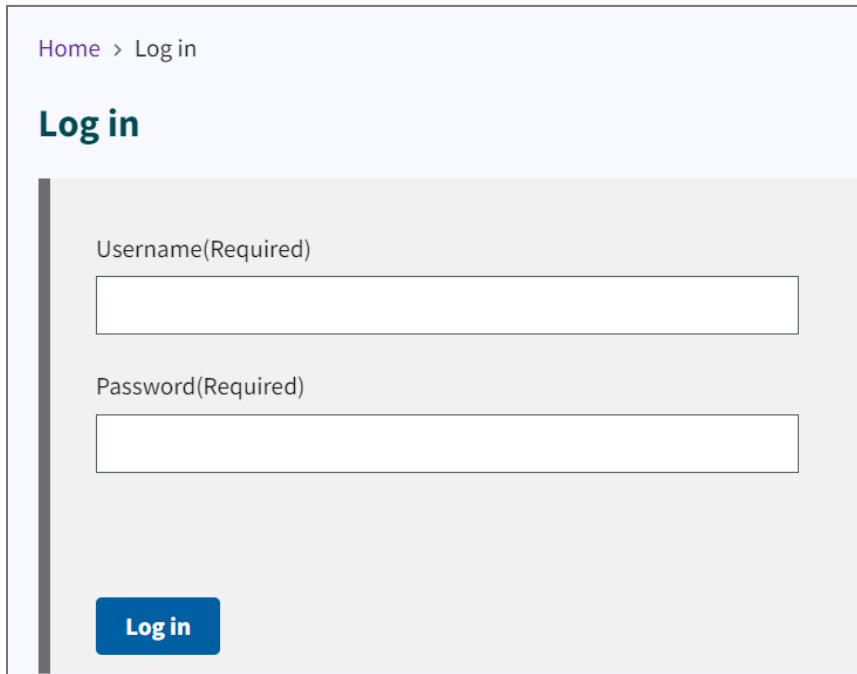


Figure 69. Log In page

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**.

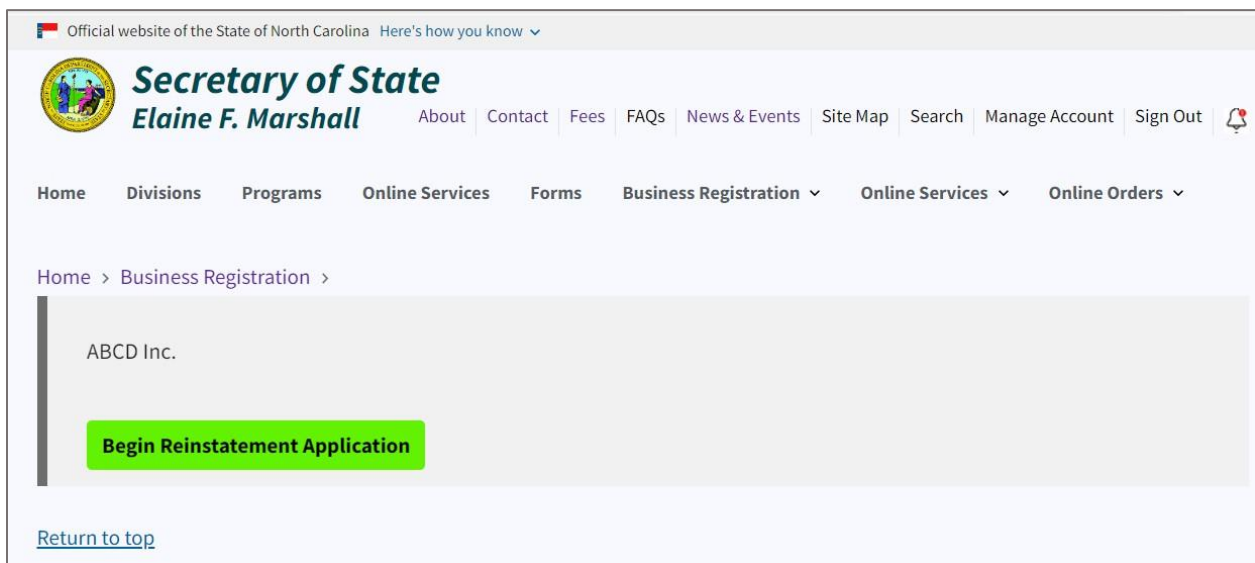


Figure 70. Click Begin Reinstatement Application

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](#)

Page 2 of 16

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](#)

Page 4 of 16

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](#)

Page 9 of 16

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

This address is also the Registered Mailing Address.

[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](#)

Page 12 of 16

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](#)

Page 13 of 16

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

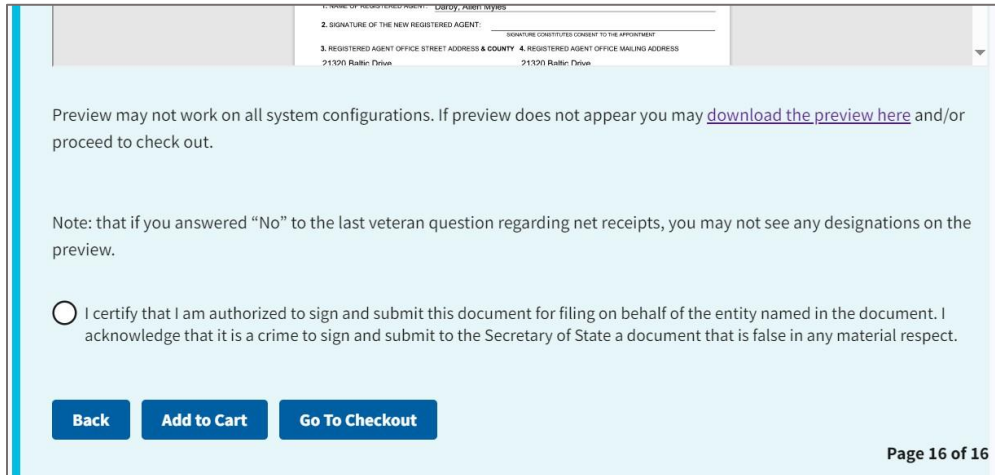
Look over the form below (this may take a few seconds to load) and return to previous pages to make any corrections. Taking a few seconds at this point may save time in the future if any corrections are needed after submission.

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 ENTITY: COUNTY, STATE, ZIP CODE
2. SIGNATURE OF THE NEW REGISTERED AGENT: SIGNATURE CONSTITUTES CONSENT TO THE APPOINTMENT
3. REGISTERED AGENT OFFICE STREET ADDRESS & COUNTY 4. REGISTERED AGENT OFFICE MAILING ADDRESS
21120 Rallic Drive 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

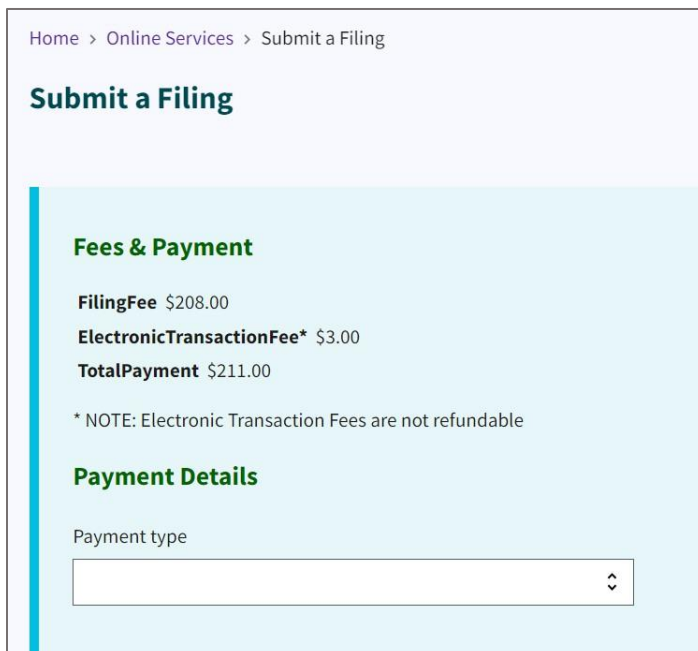
Figure 87. Certification radio button and three action buttons

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

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.

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**.

Home > Business Registration > Entity Invoices > Invoice Details 20855825

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**.

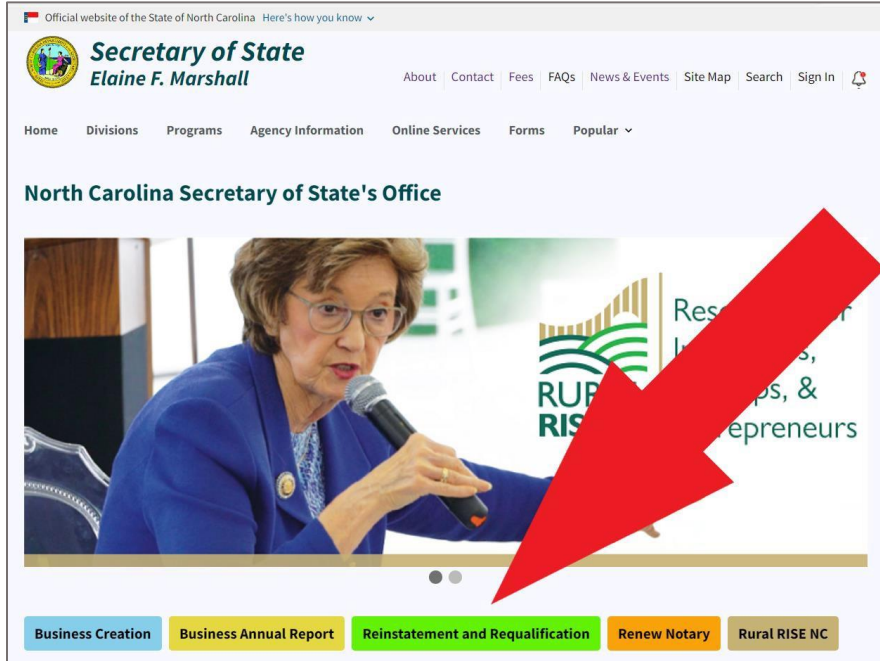


Figure 92. A red arrow points to an action button on the NC SOS home page

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

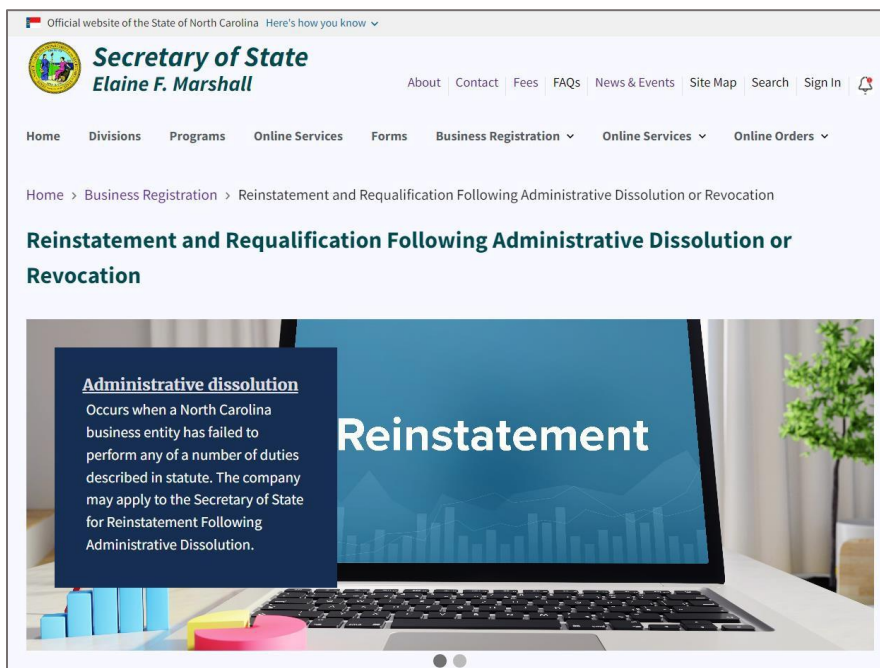


Figure 93. Reinstatement and Requalification page

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.

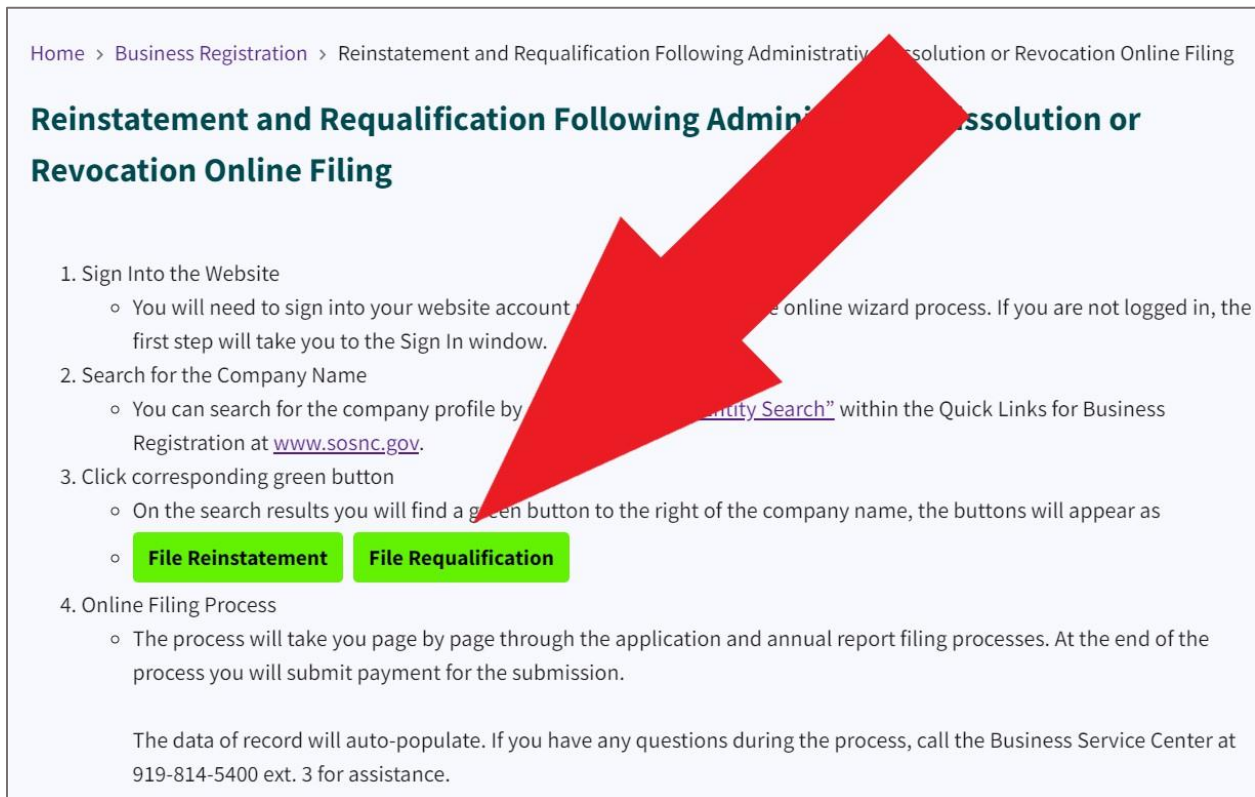


Figure 95. A red arrow points to the File Requalification button

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 area contains three search criteria: '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 these fields. At the bottom, 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**.

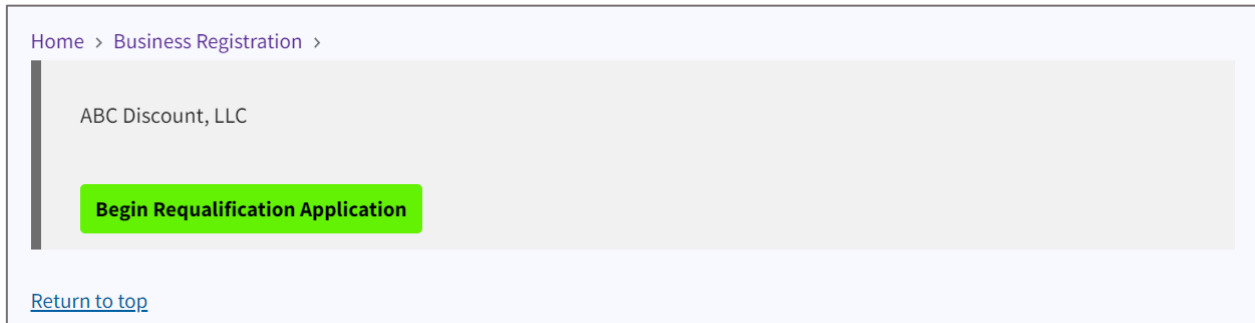


Figure 98. Begin Requalification button

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

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

Page 1 of 19

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](#)

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

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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.

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

Page 3 of 19

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

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

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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.

Back Next

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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

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

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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)

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

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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**

Back **Next**

Page 16 of 19

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)

Sample Order - 1223323333 S Salisbury st, raleigh, NC 27601-2903 ⌵

Would you like your document to be expedited? ⓘ

None ⌵

Back **Next**

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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.

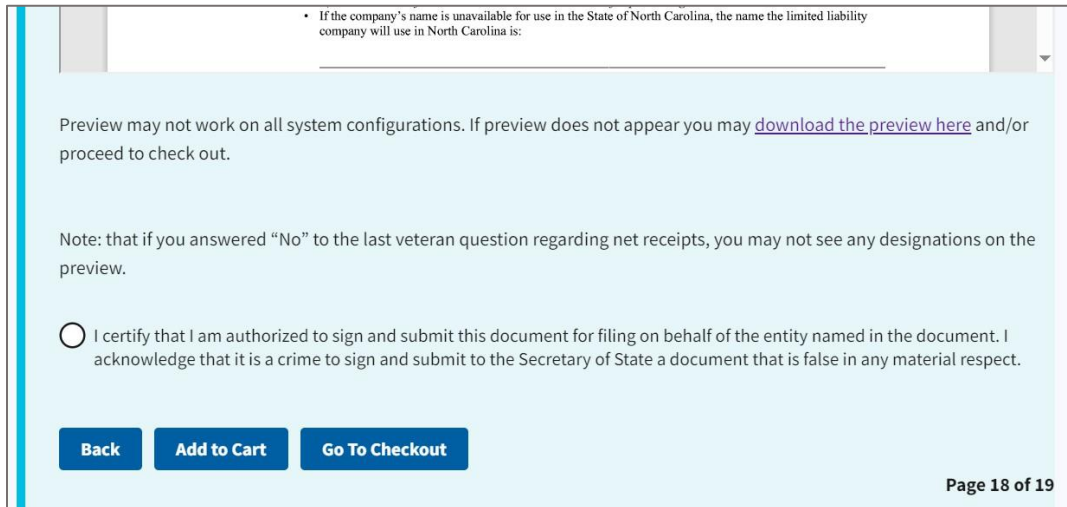


Figure 118. Go to Checkout button

Click **Go to Checkout**.

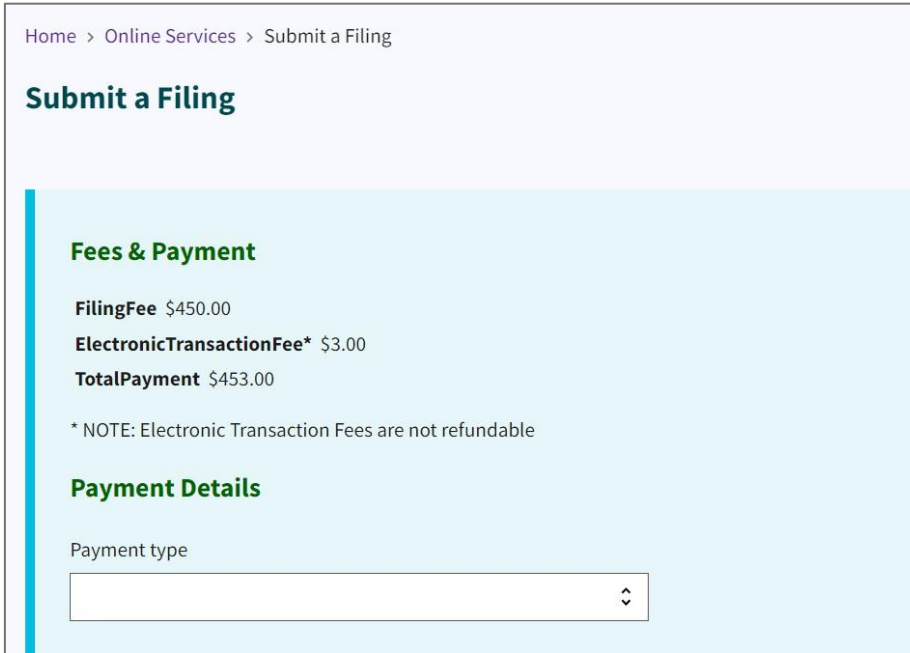


Figure 119. Submit a Filing page

Select the **Payment Type**.

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

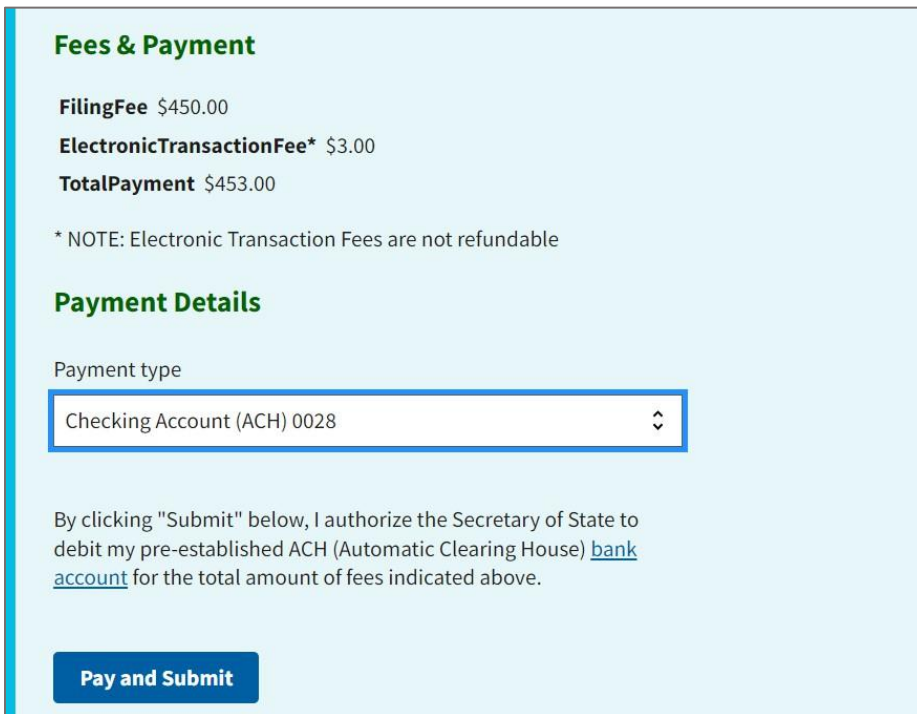


Figure 120. Pay and Submit button

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.

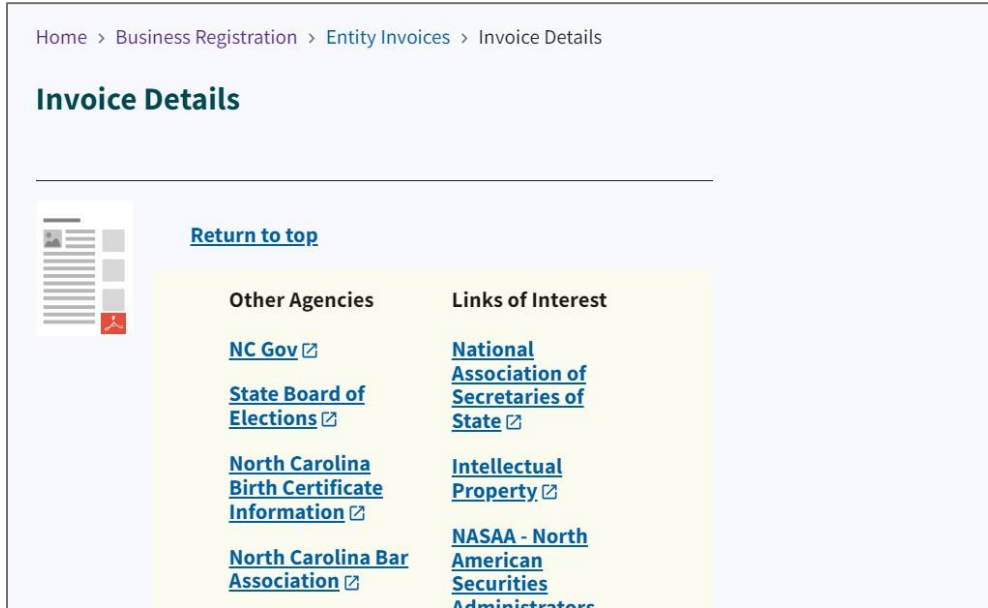


Figure 121. Invoice Details page

Important Links

In the middle of the Business Registration main page, you find three box image links: Video Library, Misleading Mailings, and Beneficial Ownership Information Reporting. We will cover each in more detail in the following sections.

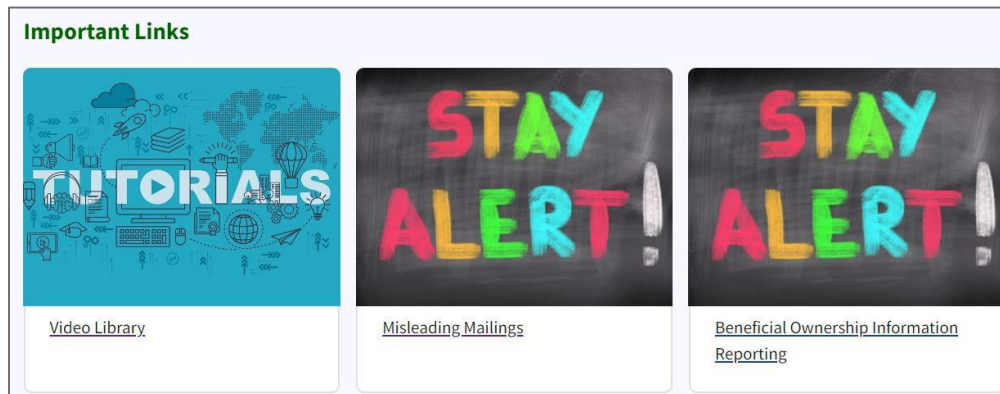


Figure 122. Important Links section

Video Library

Currently, there are seven tutorial videos on the Video Library page. See **Figure 123**.

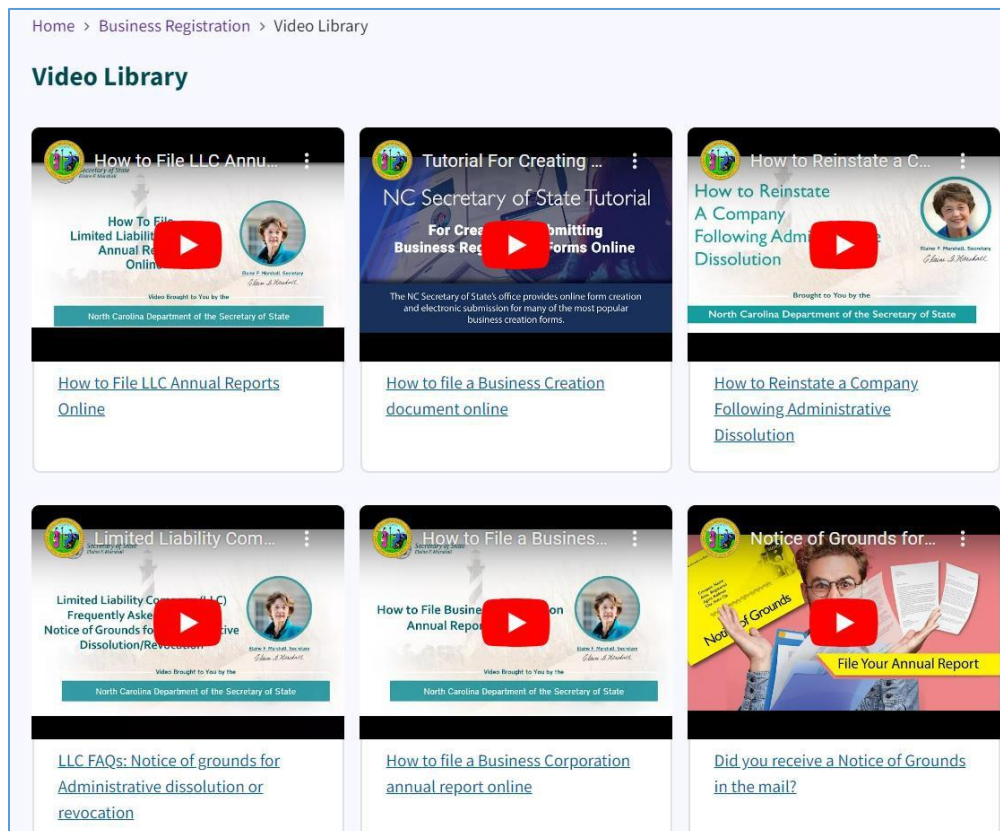


Figure 123. Video library

Misleading Mailings

Go to the **Business Registration** main page.

Select **Misleading Mailings**.

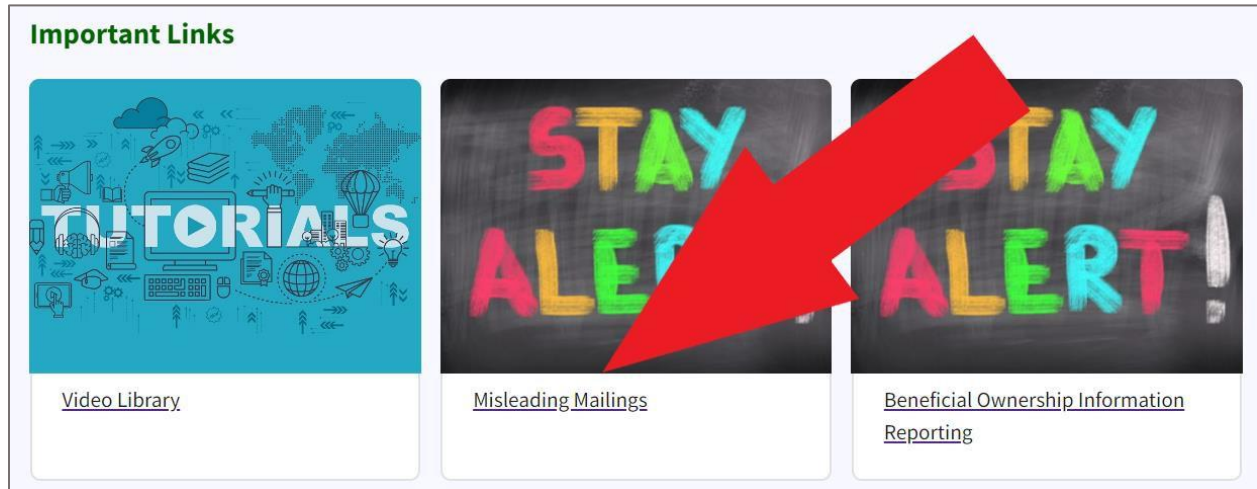


Figure 124. A red arrow points to the Misleading Mailings link

This link takes you to the **Misleading Mailings** page.

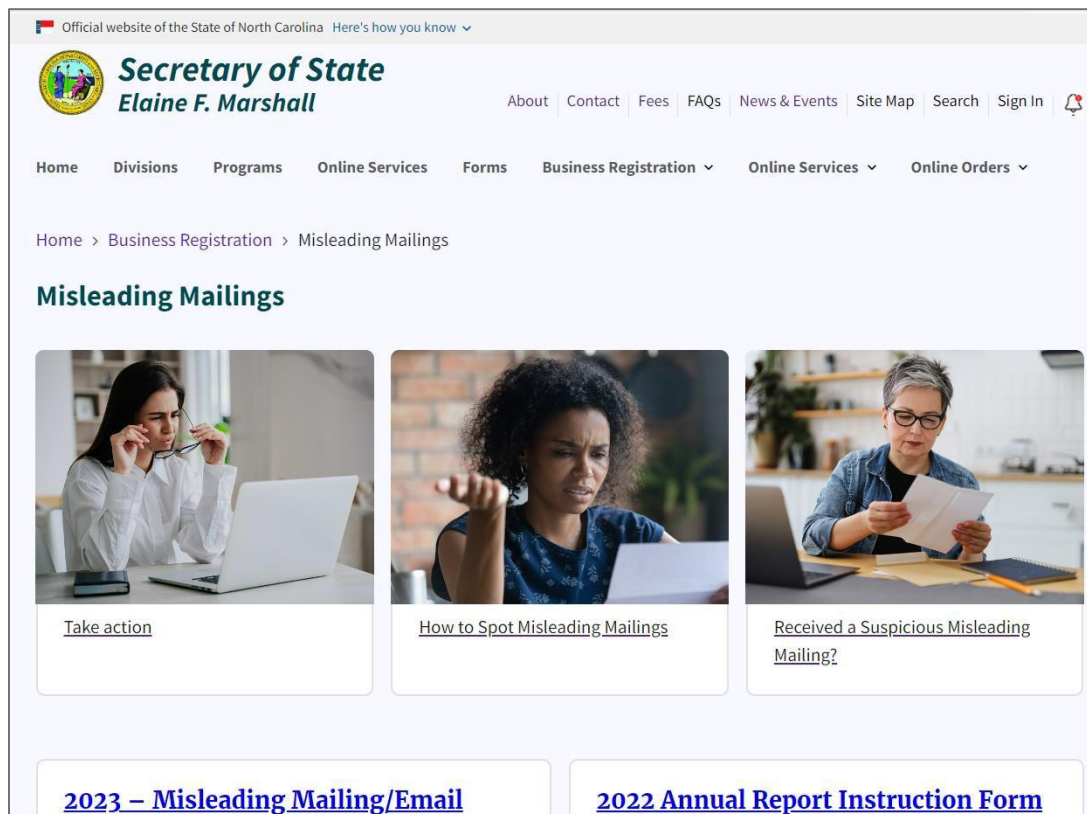


Figure 125. Misleading Mailings page

There are three box image links:

- Take Action
- How to Spot Misleading Mailings
- Received a Suspicious Misleading Mailing?

Take Action

Further actions available to you

Be aware that you are not required to respond to the solicitation mailing. If you have received one of these mailings, do the following:

1. Determine if the requirement is valid by checking your company's records on the North Carolina Secretary of State's website. If there is an annual report that is due or will be due soon, you may file online directly with the North Carolina Secretary of State at www.sosnc.gov for a much lower fee.
2. Report receiving the misleading mailing to the Consumer Protection Division of the North Carolina Attorney General's Office at <https://ncdoj.gov/protecting-consumers/>
3. If you have already remitted payment in response to a solicitation and you suspect it was misleading or deceptive, take immediate action and notify the Attorney General's Consumer Protection Division at the above link. You may be able to have your money refunded.

Received a Suspicious or Misleading Mailing?

This page offers you advice about how to detect a suspicious mailing.

Received a suspicious or misleading mailing?

The three most common misleading or deceptive mailings seen at the North Carolina Secretary of State's Office are solicitations for assistance with:

- Preparing Annual Minutes;
- Filing Annual Reports; and
- Obtaining a Certificate of Existence

It is not uncommon for business owners across the country to receive these solicitations. The solicitations may include details about your company, leading you to believe these are official communications from a state agency.

Common elements of these solicitations include providing compliance with state filing laws and offering to file on your behalf for a fee. This fee is usually much higher than the filing fee required by the North Carolina Secretary of State. In some cases, as with solicitations for the preparation of annual minutes, there is no such required filing.

The North Carolina Secretary of State's Office along with the Attorney General's Office has taken a few of these companies to court. The companies in question now include disclaimers in their mailings disclosing that they are not part of any federal, state or local government and that the mailing is a solicitation.

Solicitation mailings are not illegal and the North Carolina Secretary of State's Office can take no legal action against companies following the legal requirements in sending these mailings. While these mailings may not violate the letter of the law, the North Carolina Secretary of State's Office wants customers to keep a keen eye out for misleading mailings that may not be in keeping with the spirit of the law.

Figure 126. Advice for receiving a misleading mailing

The three most common misleading or deceptive mailings seen at the North Carolina Secretary of State's Office are solicitations for assistance with:

- Preparing Annual Minutes
- Filing Annual Reports
- Obtaining a Certificate of Existence

It is not uncommon for business owners across the country to receive these solicitations. The solicitations may include details about your company, leading you to believe these are official communications from a state agency.

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How to Spot Misleading Mailings

Always read the fine print. Most disclaimers will be seen at the bottom of the form or in very small print in the center. By law, the solicitation must include variations of the following:

The soliciting company:

- is not a government agency and does not represent a government agency
- is not a government agency and does not have a contract with any government agency to provide this service
- is not a government agency and is not affiliated with the Secretary of State or any other government agency
- does not officially represent the State or any other government entity
- is a third-party service provider
- is a private entity

The solicitation may also indicate that:

- you are not obligated to use this service to fulfill state requirements
- you may file directly with the Secretary of State's Office

If you are unsure about the legitimacy of the notice, review your company's records at the North Carolina Secretary of State's Office at <https://www.sosnc.gov> to determine if an annual report is required and, if needed, file directly with the North Carolina Secretary of State's Office for a much lower fee.

Beneficial Ownership Information Reporting

Select **Beneficial Ownership Information Reporting**.

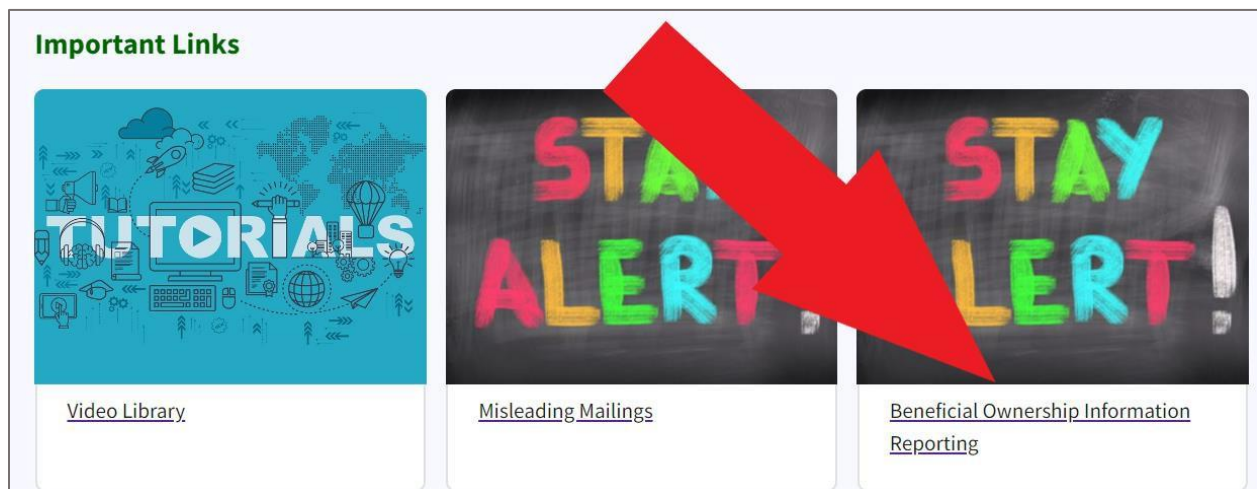


Figure 127. A red arrow points to the Beneficial Ownership Information Reporting link

This link takes you to the **Beneficial Ownership Information Reporting** page.



Figure 128. Beneficial Ownership Information Reporting page

Starting January 1, 2024, specific limited liability companies, corporations, and related entities are required to disclose their beneficial owners to the **U.S. Department of the Treasury’s Financial Crimes Enforcement Network (FinCEN)**. For more details, visit FinCEN’s beneficial ownership information webpage at **FinCEN.gov/BOI** and consider subscribing to FinCEN Updates for future guidance documents.

An Alert message informs users about a recently reported fraudulent attempt to solicit information from those who may be subject to reporting requirements under the Corporate Transparency Act.

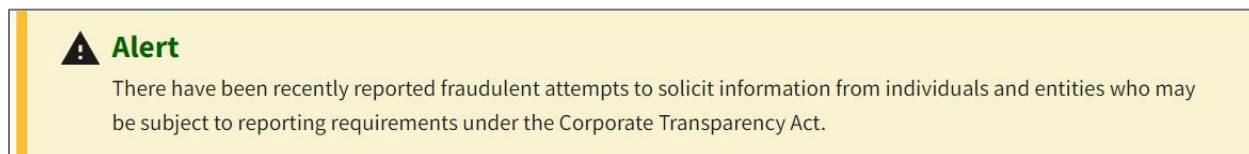


Figure 129. Alert message

The fraudulent correspondence may be titled "Important Compliance Notice" and asks the recipient to click on a URL or to scan a QR code. Those e-mails or letters are fraudulent. FinCEN does not send unsolicited requests. Do not respond to these fraudulent messages, or click on any links or scan any QR codes within them.

The North Carolina Secretary of State does not administer or have any control over beneficial ownership filings. Congress enacted the Corporate Transparency Act ("CTA") on January 1, 2021 in an effort to combat money laundering, terrorist financing, corruption, and tax fraud. Beneficial ownership reports must be filed with the FinCEN, a bureau within the U.S. Department of Treasury, within the time period established by FinCEN.

North Carolina business entities that do not fall within the scope of the federal reporting requirements include sole proprietorships, general partnerships, unincorporated associations, and wealth planning trusts. Tax-exempt entities are also exempt from the CTA filing requirements. These entities include any organization that is described in section 501(c) of the Internal Revenue Code and exempt from tax under section 501(a).

When does the CTA take effect?

Generally, businesses formed on or after January 1, 2024 will have to provide beneficial ownership information shortly after the time of formation. Business entities formed prior to such date will have until January 1, 2025, to comply with the CTA’s reporting requirements. Check with the FinCen webpage [FinCEN.gov/BOI](https://www.fincen.gov/BOI) for up-to-date, accurate information about when this federal requirement will apply to your business.

The North Carolina Secretary of State does not administer or have any control over these federally required filings.

Who is required to report beneficial ownership information (“BOI”)?

Certain businesses, referred to by FinCEN as “reporting companies,” are required to report beneficial ownership information to FinCEN. Reporting companies include domestic and foreign businesses formed outside the US. A reporting company is required to file the federally required BOI report with FinCEN unless an exemption applies.

North Carolina business entities that do not fall within the scope of the reporting requirements include sole proprietorships, general partnerships, unincorporated associations, and wealth planning trusts. Tax-exempt entities are also exempt from the CTA filing requirements. These entities include any organization that is described in section 501(c) of the Internal Revenue Code and exempt from tax under section 501(a).

The North Carolina Secretary of State does not administer or have any control over these federally required filings. Check with the FinCen webpage [FinCEN.gov/BOI](https://fincen.gov/BOI) for up-to-date, accurate information about how this federal requirement may apply to your business and how to file the required information with FinCEN.

Who is exempt from reporting requirements?

The CTA lists [23 categories of entities](#) that are exempt from reporting.

Many of the exempt categories are already subject to similar regulation such as banks, credit unions, tax- exempt entities, public utilities, and large operating companies.

The North Carolina Secretary of State does not administer or have any control over these federally required filings.

What happens if a reporting company fails to report beneficial ownership information?

The CTA provides that willfully reporting or attempting to report false or fraudulent beneficial ownership, or willfully failing to report or make updates to the reported data is a federal offense that shall be punished with a civil penalty of up to \$500 for each day that the violation continues, or criminal penalties, including imprisonment for up to two years and/or a fine of up to \$10,000.

The North Carolina Secretary of State does not administer and has no responsibility for enforcing the CTA or the beneficial ownership information reporting program. Check with the FinCen webpage [FinCEN.gov/BOI](https://fincen.gov/BOI) for up-to-date, accurate information about this federal program and how it may apply in your case.

Where can I get more information on this topic?

Information is available on www.fincen.gov/boi

The North Carolina Secretary of State does not administer and has no responsibility for enforcing the CTA or the beneficial ownership information reporting program.

Who do I contact if I have additional questions?

Contact FinCEN if you have additional questions:

FRC@fincen.gov

1-800-767-2825

<https://www.fincen.gov/contact>

The North Carolina Secretary of State does not administer and has no responsibility for enforcing the CTA or the beneficial ownership information reporting program. If you need additional assistance understanding FinCEN reporting requirements for your entity, contact a qualified attorney.

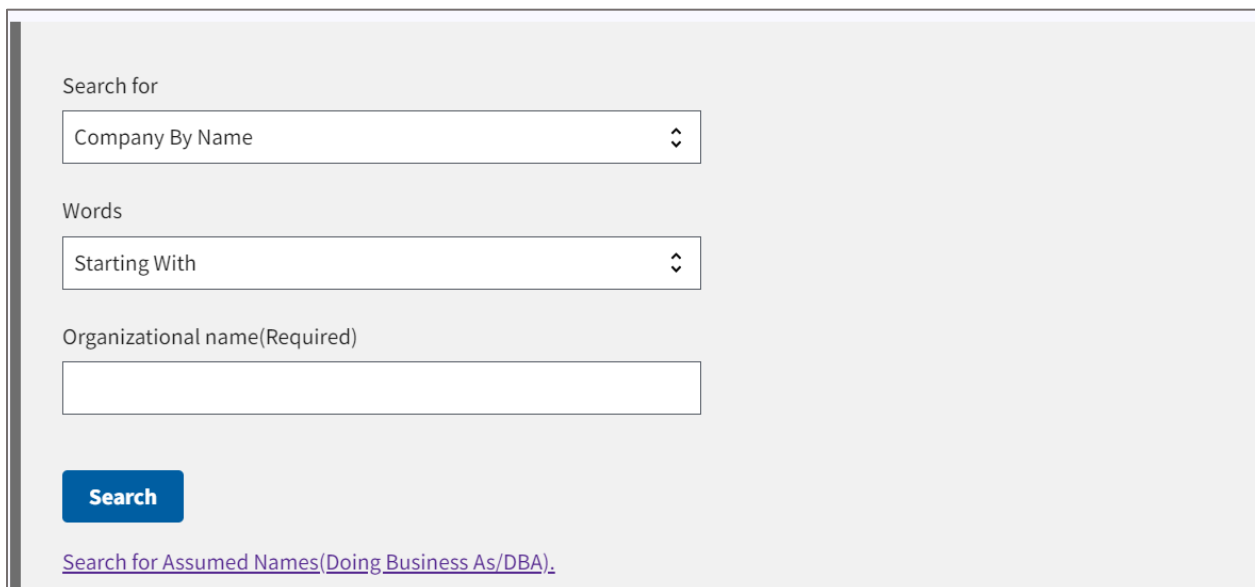
Search Business Registration

The search tool is located in the middle of the Business Registration main page.

Select your search requirements by using the dropdowns: **Search for** and **Words**.

Enter the **name of the business**.

Click **Search**.



The screenshot shows a search interface with three main sections. The first section is labeled 'Search for' and contains a dropdown menu with 'Company By Name' selected. The second section is labeled 'Words' and contains a dropdown menu with 'Starting With' selected. The third section is labeled 'Organizational name(Required)' and contains an empty text input field. Below these sections is a blue 'Search' button. At the bottom of the form, there is a link: [Search for Assumed Names\(Doing Business As/DBA\).](#)

Figure 130. Search Business Registration tool

Browse Business Registration

In this section, there are 15 box image links:

- [Forms/Fees](#)
- [Frequently Asked Questions](#)
- [File an Annual Report](#)
- [Basics of Launching a North Carolina Business](#)
- [Online Business Services](#)
- [Reports and Listings](#)
- [Register a Foreign Business in NC](#)
- [Registered Agent Information and Links](#)
- [Order Certified Documents](#)
- [Professional Entities](#)
- [Service of Process](#)
- [Closing My North Carolina Business](#)
- [Assumed Business Names](#)
- [Statutes, Rules, and Legislation](#)
- [File Tip or Complaint](#)

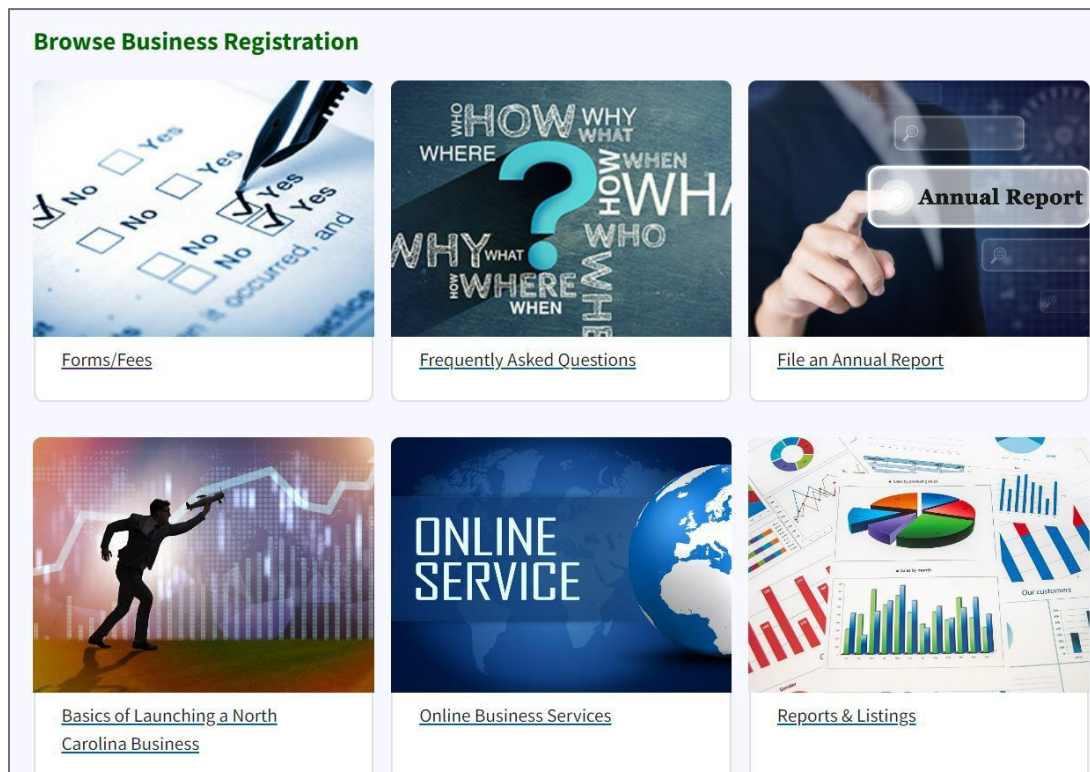


Figure 131. Browse Business Registration section

Forms/Fees

Select **Forms/Fees**.

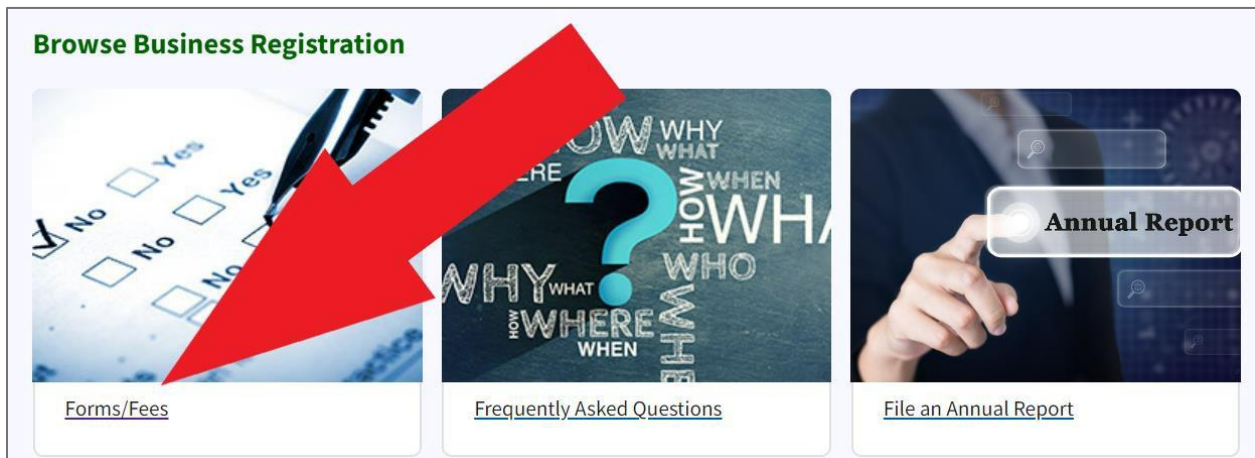


Figure 132. A red arrow points to Forms/Fees link

This link takes you to the **Business Registration Forms** page.

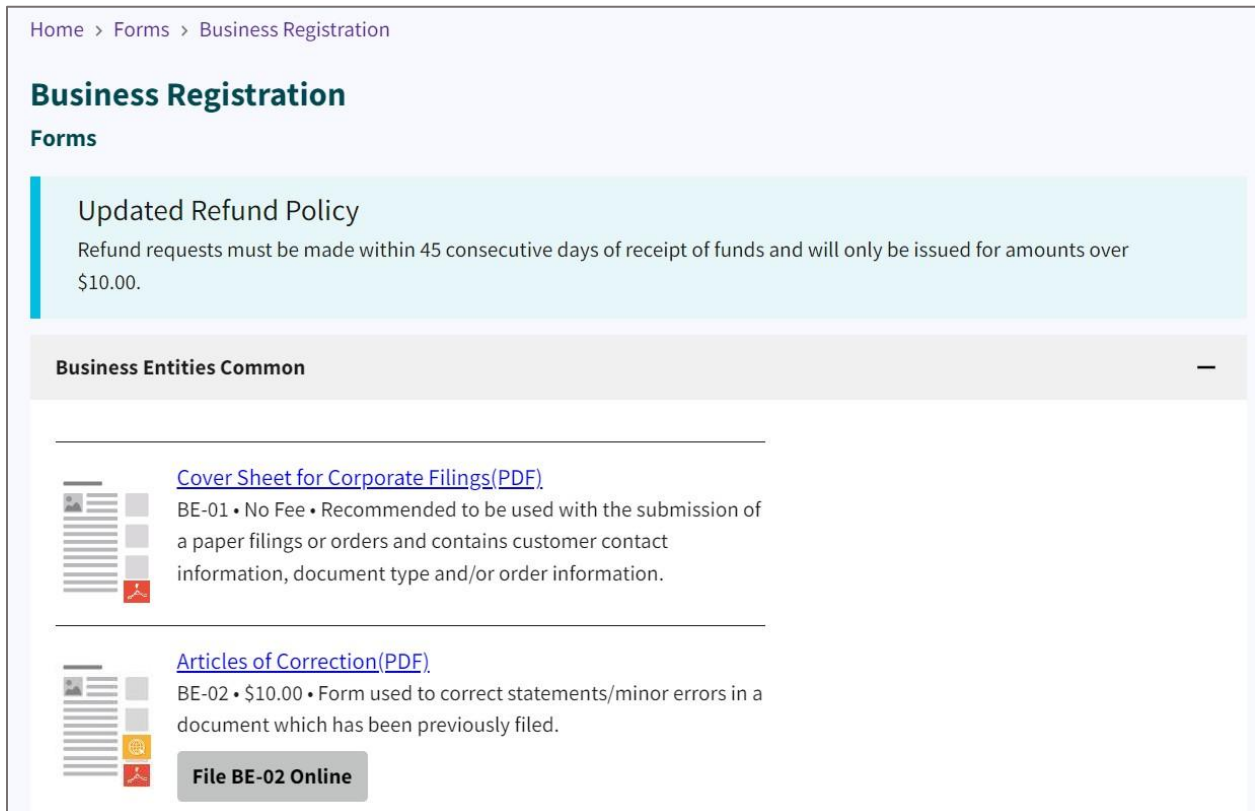


Figure 133. Business Registration Forms page

The **Business Registration Forms** page contains an accordion of 10 different types of forms related to Business Registration.

There are ten form groups:

- Business Entities Common
- Business Entities Conversion
- Business Corporations
- Limited Liability Companies
- Limited Liability Partnerships
- Limited Partnerships
- Nonprofit Association Forms
- Nonprofit Corporations
- Professional Corporations Forms
- Professional Limited Liability Companies

You can expand the accordion to display each type of form group. See **Figure 124**.

Select the **plus (+) sign** at the end of the form group name.

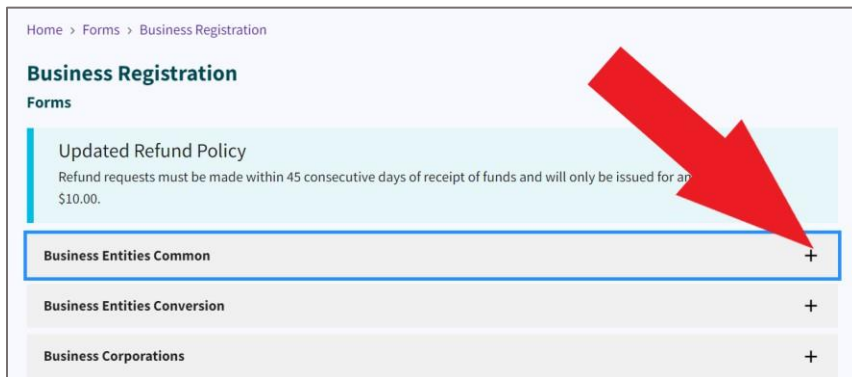


Figure 134. A red arrow points to the plus sign to expand the accordion

The accordion tile for that form group will expand. The forms are listed in PDF format along with grey online filing buttons. See **Figure 125**.

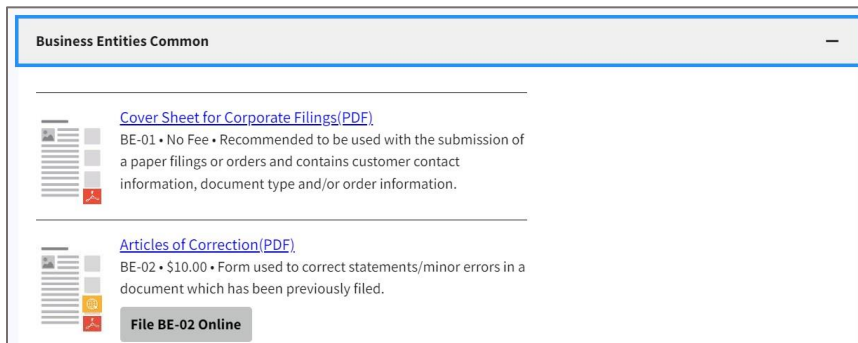


Figure 135. Expanded tile for form group showing downloadable forms and online filing button

Updated Refund Policy

Refund requests must be made within 45 consecutive days of receipt of funds and will only be issued for amounts over \$10.00.

Frequently Asked Questions

Select **Frequently Asked Questions**.

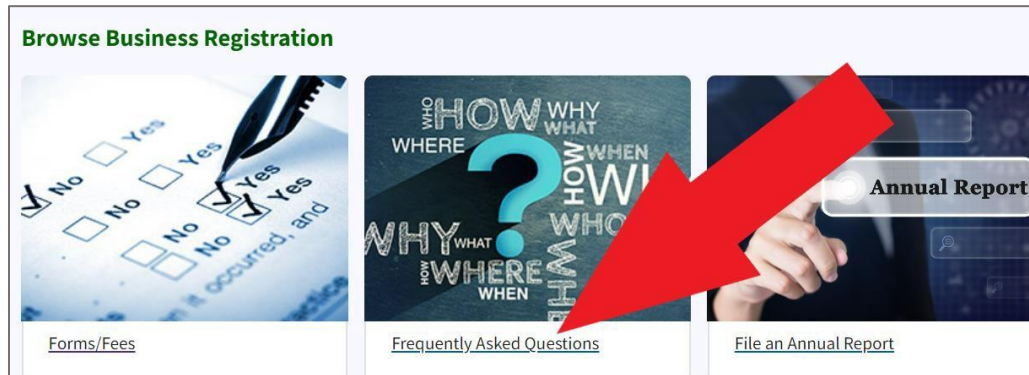


Figure 136. A red arrow points to the Frequently Asked Questions link

This link takes you to the **Frequently Asked Questions** page.

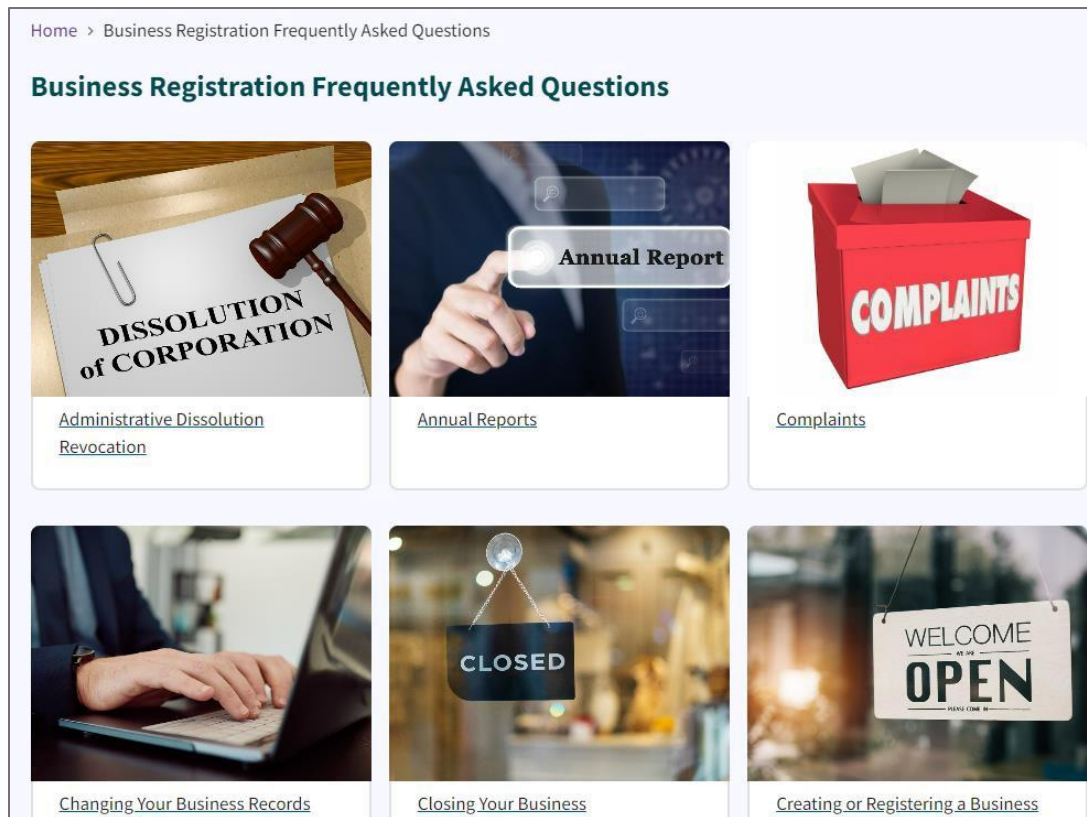


Figure 137. Business Registration Frequently Asked Questions page

There are 14 categories of BRD Frequently Asked Questions:

- Administrative Dissolution Revocation
- Annual Reports
- Complaints
- Changing Your Business Records
- Closing Your Business
- Creating or Registering a Business
- Document Examination
- Entity Status
- Federal Beneficial Ownership
- Listing an Entity Event
- Official Notices
- Ordering Certificates
- Payment
- Suspension

Each category of questions are separated in an accordion. Select the plus (+) sign at the end of each row to expand the tile.

Home > [Frequently Asked Questions](#) > [Business Registration](#)

Business Registration

Frequently Asked Questions

Administrative Dissolution Process	—
What happens if my company is administratively dissolved?	+
My company has already been administratively dissolved. How can I get reinstated?	+
I am a registered agent for a company that's been administratively dissolved. Does that mean my duties have ended?	+
Administrative Dissolution Process Notice of Grounds	+
Reinstatement from Administrative Dissolution	+

Figure 138. Expanded question tile

File an Annual Report

Select **File an Annual Report**.

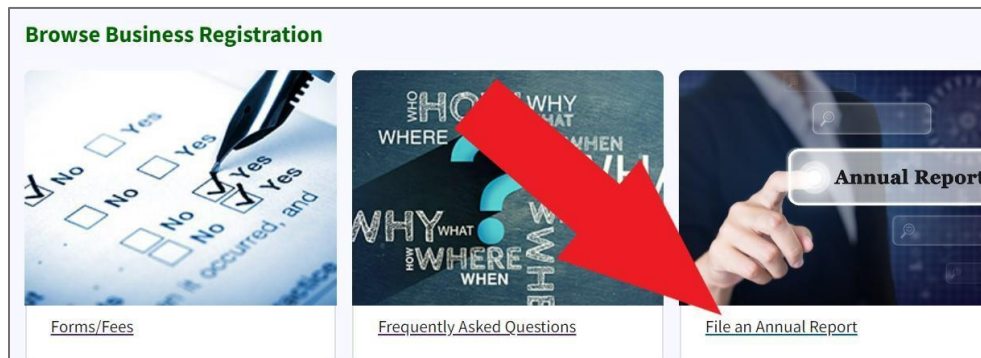


Figure 139. A red arrow points to the File an Annual Report link

The instructions for filing an annual report can be found on [page 12](#) of this manual.

Basics of Launching a North Carolina Business

Select **Basics of Launching a North Carolina Business**.



Figure 140. A red arrow points to the Basics of Launching a NC Business link

This link takes you to the **Launching a North Carolina Business** page.



Figure 141. Launching a North Carolina Business page

If you want to register your business, click Business Creation to start the process.

[Business Creation](#) is discussed in detail on page 2 of this manual.

Rural RISE NC

Located on the **Launching an NC Business** page, is the **Rural Rise NC** section.

Rural RISE NC

Starting your own business is exciting, but it can be tricky and time consuming to figure out what to do next. That’s why we started Rural RISE NC. Rural RISE offers you an easy way to connect with professional resources—funding sources, mentors, business counselors and more —within your community and beyond. And even better, many of these resources are free.

For further information, visit our website at www.sosnc.gov/rise.

- [Choose a Business Structure](#)
 - Many factors from management structure to tax codes need to be considered when forming a business entity.
- [Choose a Name](#)
 - Part of the process of starting a business is choosing a name for your business entity.
- [Register Your Business](#)
 - Who is required to register when forming a North Carolina business entity?
- [What's Next?](#)
 - Here are a few items which will need some thought when creating a company.
- [Maintaining Registration](#)
 - Each entity has statutory requirements in order to keep the company current and active on the records of the Secretary of State’s Office,
- [New Business Checklist](#)
 - Download this checklist, which includes links to many FREE resources to help you succeed.

Figure 142. Rural Rise section

Starting your own business is exciting, but navigating the process can be complex. That’s where Rural RISE NC comes in. We provide an easy way to connect with experienced professionals, including mentors, business counselors, and funding sources. Best of all, many of these resources are free.

For more information, visit our Rural RISE NC website at www.sosnc.gov/rise.

Select the link **www.sosnc.gov/rise**.

Rural RISE NC—Resources for Innovators, Start-Ups, and Entrepreneurs

The Rural RISE NC page is a launch pad for assistance tailored to small business owners in rural North Carolina.

Rural RISE NC quickly connects you with mentors, business counselors, funding sources, and more—within your community and beyond. And even better, many of these resources are free.

Whether you are a brand new business owner needing help getting your business off the ground or an established business looking to get to the next level, I want you to have access to as many useful resources as possible to help you succeed — including our [New Business Checklist](#).



Figure 143. Rural RISE NC

We have made it easy to find these resources using this searchable web page.

Select the **New Business Checklist** link to access a list of resources for new business owners. See **Figure 144**.

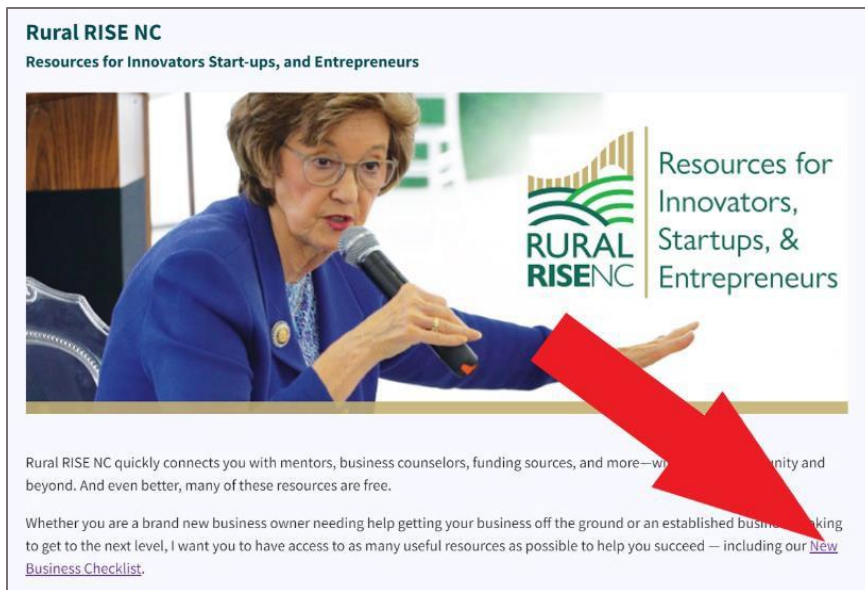


Figure 144. A red arrow points to the "New Business Checklist" link

The link takes you to the PDF copy of the “New Business Checklist” document. See **Figure 145**.

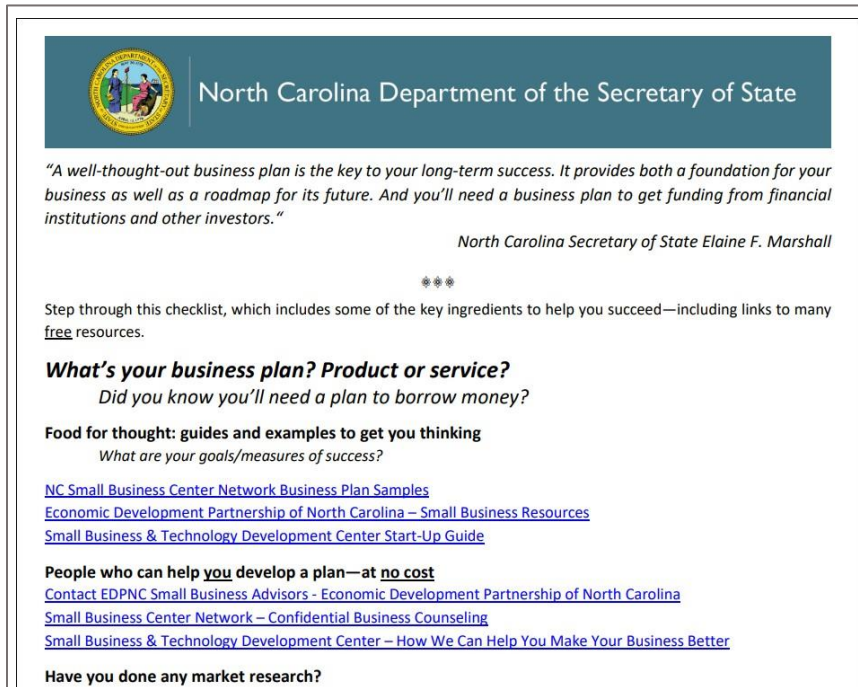


Figure 145. New Business Checklist PDF

Share RISE

“Our entrepreneurial spirit is why North Carolina was named the top state for business. I hope you’ll also share <https://sosnc.gov/RISE> with other business owners so together, we can help everyone succeed.” - Elaine F. Marshall, North Carolina Secretary of State

Search for Resources

To see all resources available to you, select your county only and not a resource type.
To conduct a more targeted search, select your county and a resource type.

The image shows a web form titled "Search For Resources". It contains two paragraphs of instructions: "To see all resources available to you, only select your county and not a resource type." and "To conduct a more targeted search, select your county and a resource type." Below the instructions are two dropdown menus. The first is labeled "County" and has "All Counties" selected. The second is labeled "Resource type" and is currently empty. At the bottom left of the form is a blue "Search" button.

Figure 146. Search for Resources tool

Contact Rural RISE NC

Phone: [919-814-5400](tel:919-814-5400)

Email: rise@sosnc.gov

Third party data

This database contains content supplied by third parties. It is your responsibility to verify and investigate providers and services.

Online Business Services

Select **Online Business Services**.



Figure 147. A red arrow points to the Online Business Services link

This link takes you to the **Online Business Services** page.

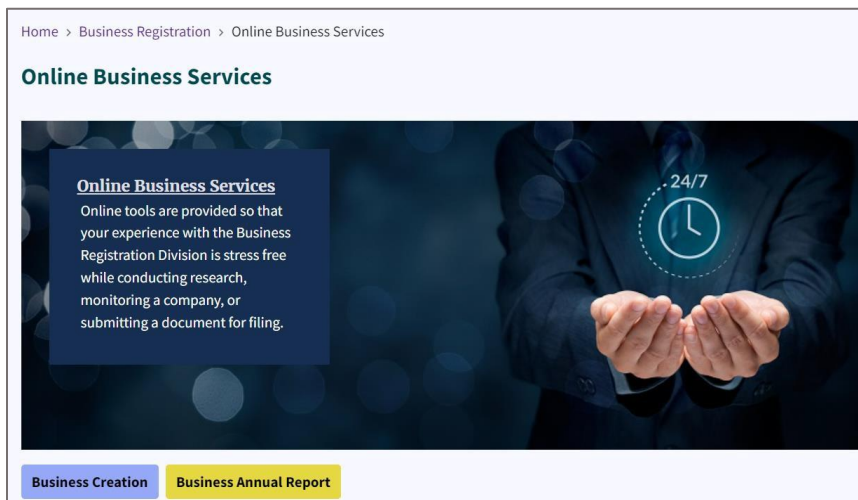


Figure 148. Online Business Services page

On this page, you can access the BRD online services mentioned also on the Business Registration main page.

For [Business Creation](#), see page 2 of this manual.

For [Business Annual Report](#), see page 15 of this manual.

To [search for a business](#) in the online business registry, see page 70 of this manual.

My Account Information

On the Online Business Services page, you will also find information and steps for setting up your NC SOS website account.



Figure 149. My Account Information section

In the My Account Information section of the page, you can do the following actions:

- Change Password
- Manage Representatives
- Manage Account
- Creating and Managing Account (Instructions)

Ordering Certified Documents

In the Ordering Certified Documents section of the page, you can do the following actions:

- Start an Order
- Check My Orders
- Check Past Orders Report
- Shopping Cart
- Placing and Viewing Orders (Instructions)

Submitting Documents Online

The Submitting Documents Online section has six box image links:

- File Annual Report Online
- Submit a Creation Filing
- Online Filing (existing entity)
- Online Filing (new entity)
- Check Status of My Submissions
- Online Submission of Documents Instructions

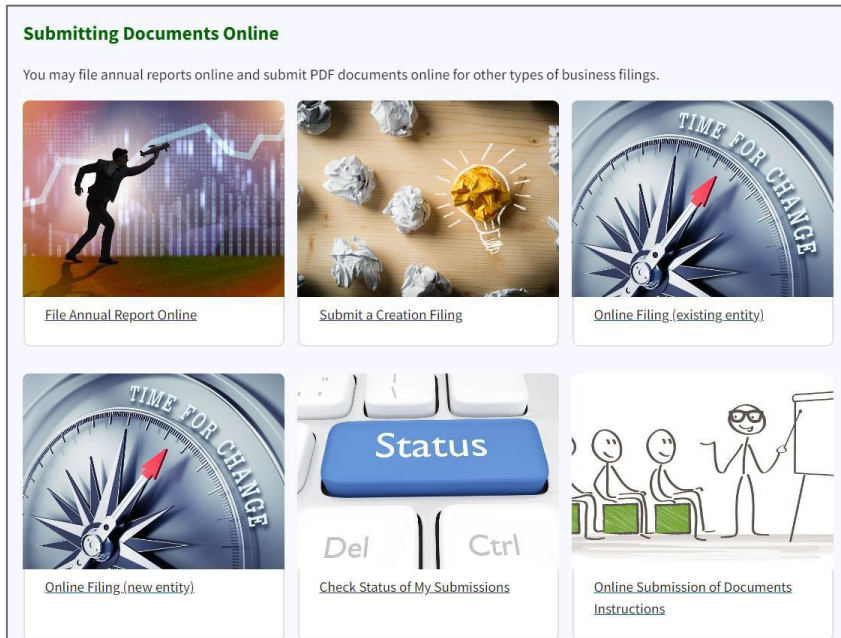


Figure 150. Submitting Documents Online section

Monitoring Companies

The Department of the NC Secretary of State offers a **free** voluntary e-notification subscription for which you may choose to participate. This subscription is one of the Department’s anti-fraud measures used to aid individuals and companies in the fight against identify theft.

Accountants, Registered Agents, Company Officials, Licensing Boards, and State Agencies may want to sign-up to monitor their own company, client, or customer filings and statuses on the NC Business Registry.

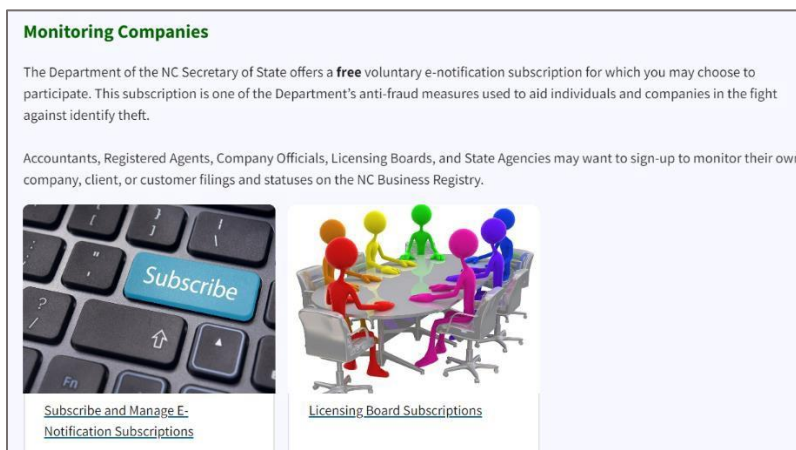


Figure 151. Monitoring Companies section of the page

Two box image links are in this section. The two links are **Subscribe and Manage E-Notification Subscriptions** and **Licensing Board Subscriptions**.

Paying Invoices

If you have an invoice which needs to be paid, you can pay this online. The instructions for paying online are on the invoice.

Two box image links are in this section. The two links are **Pay an Invoice** and **Paying an Online Invoice (Instructions)**.

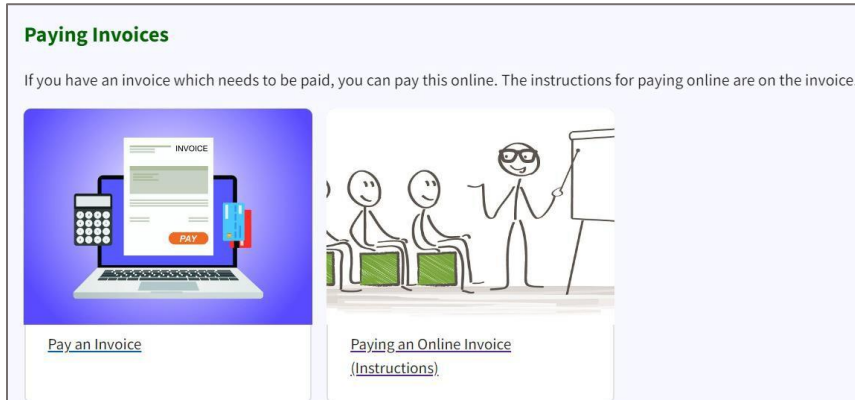


Figure 152. Paying Invoices section

Reports and Listings

Reports and listing are already provided by the Business Registration Division as well as interactive reports where you can enter the search parameters on historical public records.

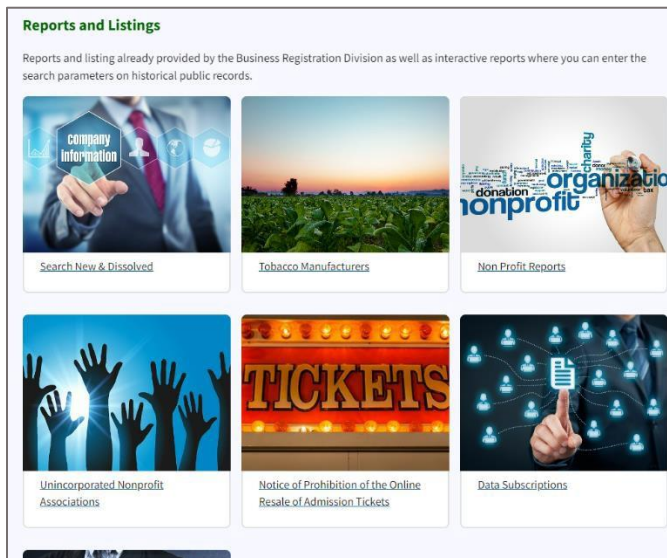


Figure 153. Reports and Listings section

The box image links in this section are:

- Search New and Dissolved
- Tobacco Manufacturers

- Non-Profit Reports
- Unincorporated Nonprofit Associations
- Notice of Prohibition of the Online Resale of Admission Tickets
- Data Subscriptions
- Interactive Reports

Reports and Listings Page

Select **Reports and Listings**.



Figure 154. Reports and Listings section

The Business Registration Division helps you stay connected with your stakeholders. On **Reports and Listings** page, you will find listings, interactive reports, and subscriptions to the registry database. The listings and reporting tools provided below are free to use and download public records.

Reports and listings already provided by the Business Registration Division as well as interactive reports where you can search via parameters on historical public records.

The Reports and Listings page has seven box image links:

- Search New and Dissolved
- Tobacco Manufacturers
- Unincorporated Nonprofit Associations
- Nonprofits by County
- Notice of Prohibition of the Online Resale of Admission Tickets
- Data Subscriptions
- Interactive Reports

Reports and Listings

The Business Registration Division is here to help you stay connected with your stakeholders. Below you will find listings, interactive reports, and subscriptions to the registry database. The listings and reporting tools provided below are free to use and download public records.

Reports and listing already provided by the Business Registration Division as well as interactive reports where you can enter the search parameters on historical public records.



[Search New & Dissolved](#)



[Tobacco Manufactures](#)



[Unincorporated Nonprofit Associations](#)

Figure 155. Reports and Listings page

Register a Foreign Business in North Carolina

Select **Register a Foreign Business in North Carolina**.



Figure 156. Register a Foreign Business page

On this page, you can begin registering your business by clicking **Business Creation**.

For detailed instructions for business creation, please see page 2 of this manual.

The **Register a Foreign Business** page offers an overview of information and links for foreign business who wish to register their business in North Carolina. The content can be summarized in the section below.

Business Registration

Entities already registered in another state or country must qualify to conduct business in North Carolina by filing an Application for a Certificate of Authority. This Certificate is the legal authorization required for a foreign entity to conduct its affairs in the state. However, there are certain activities that are not considered “transacting business” and may qualify for exceptions.

Support for Entrepreneurs

The state offers resources for innovators, start-ups, and entrepreneurs through Rural RISE NC. This initiative provides easy access to professional resources such as funding sources, mentors, and business counselors. Many of these resources are available for free, and further information can be found on the Rural RISE NC website. Additionally, maintaining registration

with the state involves statutory requirements to keep the company current and active on the Secretary of State's records.

These links are listed on the page for those searching for further details:

- [Exceptions](#)
 - Activities Not Considered "Transacting Business" in North Carolina An entity may not have to file an application for Certificate of Authority if they qualify for one or more exceptions for filing.
- [Requirements for Registration](#)
 - If the entity does not qualify for an exception, the business entity must complete and submit one executed original application for a Certificate of Authority, specific to its entity type, to the North Carolina Department of the Secretary of State Business Registration Division.
- [Preparing and Submitting the Documents](#)
 - Documents are submitted to the Secretary of State's Office electronically, by mail or courier, and at the Secretary of State's Office.
- [What's Next?](#)
 - North Carolina law may require the company to register with other agencies in North Carolina.
- [Maintaining Registration](#)
 - Each entity has statutory requirements in order to keep the company current and active on the records of the Secretary of State's Office.

Registered Agent Information and Links

Select **Registered Agent Information and Links**.



Figure 157. A red arrow points to the Registered Agent Information and Links link

The **Registered Office and Registered Agent Information** page has helpful tips and links for registered agents.

A registered agent's primary responsibility is to forward any notices, processes, or demands received to the entity's last known address. The role is a point of contact for legal correspondence and ensures that the entity is promptly informed of such matters.

In North Carolina, a registered agent is required to have a physical office where they can legally receive documents on behalf of the entity. These documents must be forwarded to the business promptly, and both the agent and the entity must keep their contact information current with the Secretary of State; a P.O. Box can serve as the mailing address.

[Home](#) > [Business Registration](#) > [Registered Office and Registered Agent Information](#)

Registered Office and Registered Agent Information

Registered Office and Registered Agent Information

- The sole duty of the registered agent is to forward any notice, process or demand to the last known address of the entity.
- The entity has a duty to keep the registered agent information updated.

A registered agent must

- Agree to act as your registered agent.
- Reside in North Carolina (You may be your own registered agent if you live in NC) **or**
- e domestic or foreign **corporation, nonprofit or LLC**, that is: Registered on the NC Business Registry and authorized to transact business/conduct affairs in NC; and whose business office address is identical with the registered office address.

Registered Office

- Each registered agent must continuously maintain a **physical** registered office in North Carolina where the registered agent can receive notices, demands, and service of process on behalf of the entity.

Figure 158. Registered Office and Registered Information page

Registered Office and Registered Agent Information

- The sole duty of the registered agent is to forward any notice, process or demand to the last known address of the entity.
- The entity has a duty to keep the registered agent information updated.

A registered agent must

- Agree to act as your registered agent.
- Reside in North Carolina (You may be your own registered agent if you live in NC) **or**

- Either domestic or foreign **corporation, nonprofit or LLC**, that is: Registered on the NC Business Registry and authorized to transact business/conduct affairs in NC; and whose business office address is identical with the registered office address.

Registered Office

- Each registered agent must continuously maintain a **physical** registered office in North Carolina where the registered agent can receive notices, demands, and service of process on behalf of the entity.
- Acceptance of these documents at the agent’s registered office is considered legal notice.
- The agent must then forward the documents to the business in a timely manner.
- It is important to provide the registered agent with up-to-date contact information.
- The entity must also provide the Secretary of State with up-to-date contact information about the registered agent.
- A registered mailing address may be a P.O. Box address.



Figure 159. Five box image links for registered agents

There are five box image links:

- Registered Agent Information
- Responsibilities of Company
- E-Notification for Registered Agents
- How do I search for designated companies?
- Need to make changes to registered agent information?

Responsibilities of the Company

Select **Responsibilities of the Company**.



Figure 160. A red arrow points to the Responsibilities of Company link

This link takes you to the **Responsibilities of Company** page.

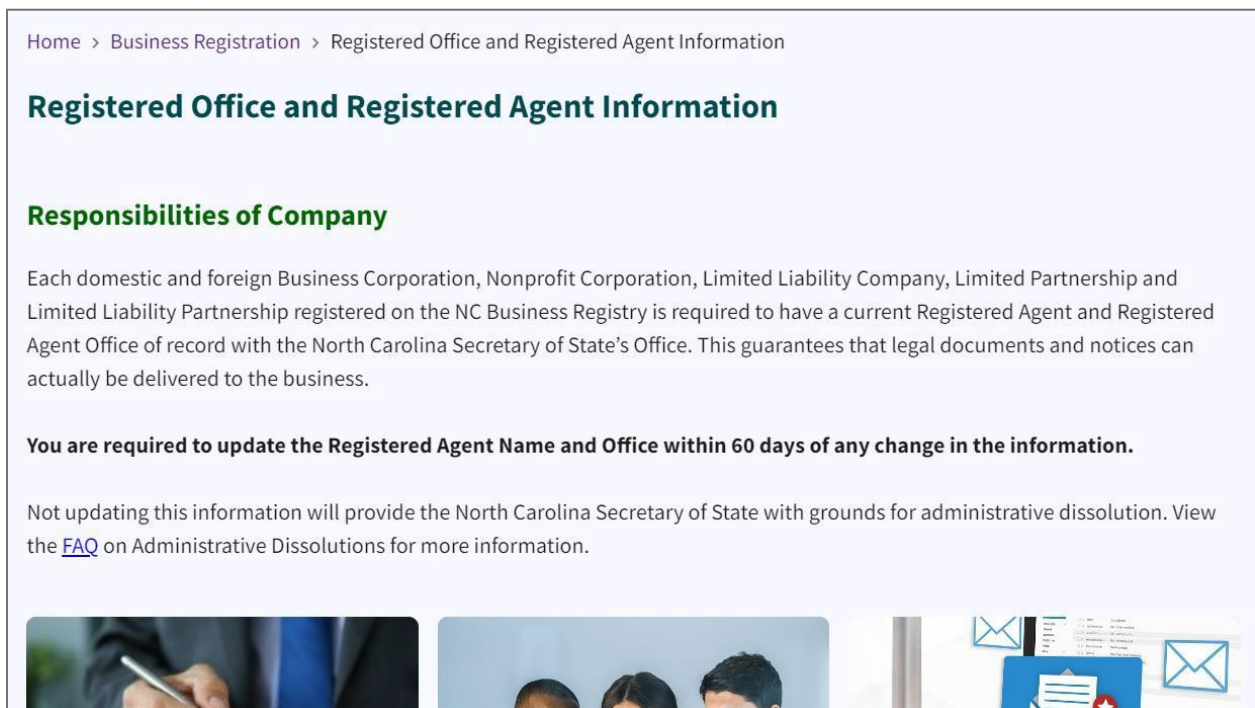


Figure 161. Responsibility of Company page

Each domestic and foreign Business Corporation, Nonprofit Corporation, Limited Liability Company, Limited Partnership and Limited Liability Partnership registered on the NC Business Registry is required to have a current Registered Agent and Registered Agent Office of record with the North Carolina Secretary of State's Office. This guarantees that legal documents and notices can actually be delivered to the business.

Note: You are required to update the Registered Agent Name and Office within 60 days of any change in the information.

Not updating this information will provide the North Carolina Secretary of State with grounds for administrative dissolution. View the [FAQ](#) on Administrative Dissolutions for more information.

E-Notification for Registered Agents

Select **E-Notification for Registered Agents**.



Figure 162. A red arrow points to the E-Notification for Registered Agents link

This link takes you to the **E-Notification for Registered Agents** page.



Figure 163. E-Notification for Registered Agents page

As a registered agent you can sign up for free e-notifications when a client company files a document and/or when the status of a company may be changing. For example, when the company files an amendment, you will receive an email that a document has been filed. This

can be useful to identify business entity theft. You can also elect to receive an email notification if the status is changing. In this case you would get an email when the North Carolina Secretary of State's Office posts a notice for grounds for administrative dissolution/revocation to the profile, about one week prior to the mailing of post cards or official e-mail to the registered agent.

Review the instructions at: https://www.sosnc.gov/Guides/email_notification_subscriptions

How do I search for designated companies?

Select **How do I search for designated companies?**

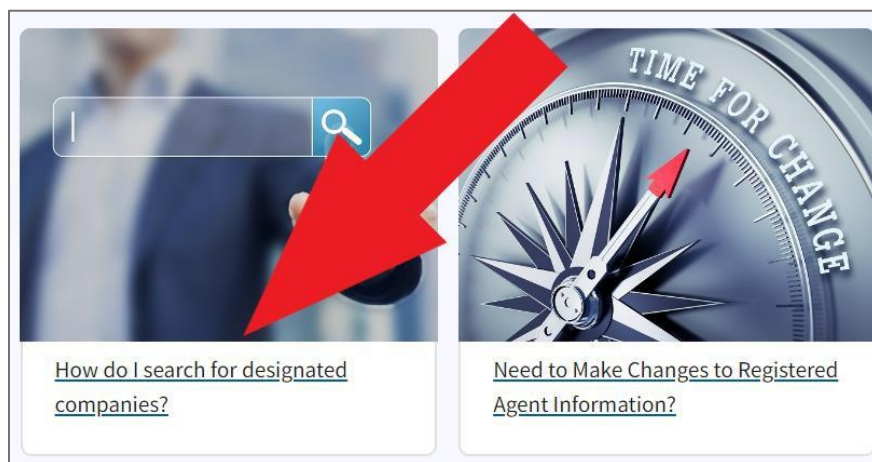


Figure 164. A red arrow points to the "How do I search for designated companies?" link

This link takes you to a page that describes two methods for searching for designated companies.

To determine which entities have selected a registered agent from the Public Registered Agent List during online annual report or creation filing or paper filing, conduct a search at www.sosnc.gov/online_services/search/by_title/Business_Registration and choose "Registered Agent" from the field to "Select what you want to search." Then enter the agent's last name first, then first name (i.e., Smith, John) and click to search.

A listing of registered agents with the same name appears, the difference may be the address used, but it also may be the fact different punctuation is used.

Cleaning Up the Companies into a Single Report

If a registered agent's name is entered into the North Carolina Business Registry in multiple ways, i.e., Smith, John; Smith, John A., Smith John A. Jr., or with different addresses, you will see multiple names with 1 or more entities. You may want to clean them up into one report on our website. There are a few ways to get this done. Method One is the quickest, but may be the most expensive to the registered agent. Use which method works best for you and your clients.

Method One: Registered Agent Filing

1. Create a listing of all companies you have agreed to serve as registered agent.
2. Remove any company from the list which is using the correct address and correct spelling of the registered agent name.
3. Include the Secretary of State Identification Number (SOSID), Registered Agent Name Spelling of Record and Registered Agent Address. You can accomplish this through use of the search above, or through your business records.
4. Provide one form BE-12 Agents Statement of Change of Registered Office Address. On this form in #2, indicate the current spelling of the registered agent's name and then indicate the correct spelling.
5. Submit form BE-12 and the listing of companies you want to standardize the registered agent information for along with \$5 for each entity listed to be changed. For example, if there are 10 entities on the listing, the fee for making this change is \$50

Method Two: Company Amendments or Annual Report Filings

Business Corporation, Limited Liability Companies and Limited Liability Partnerships are required to file an annual report each year. You may contact each company and ask them to update the registered agent information when making the annual report filing. If you have elected to be on the Public Registered Agent Listing, they can choose your name from the drop down menu of names. If you are not on the listing, provide them with the exact spelling, including punctuation and the address you want to them to use.

Limited Partnerships and Nonprofit Corporation are not required to file an annual report; therefore, they will need to file a Statement of Change of Registered Office and/or Registered Agent, Form BE-06. See the form section for the specific form.

Need to make changes to registered agent information?

Select **Need to Make Changes to Registered Agent Information?**

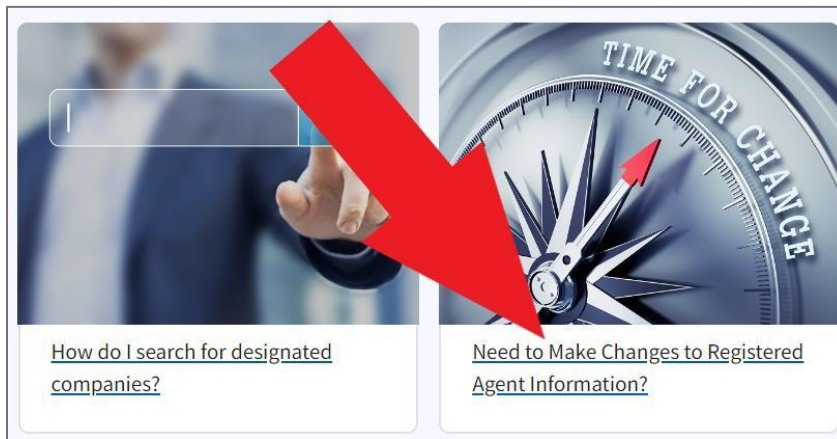


Figure 165. A red arrow points to the "Need to Make Changes to Registered Agent Information?" link

This link takes you to a page that has instructions and links for making changes to your registered agent information.

Home > Business Registration > Registered Office and Registered Agent Information

Registered Office and Registered Agent Information

Need to Make Changes to Registered Agent Information?

The bold forms listed below are to be used by the company. The forms that are not bold are to be used by the registered agent

BE-05

- \$5.00
- **[Designation of Registered Office Address and/or Registered Agent](#)**
Form used by company for designating a registered office and/or registered agent when an previous registered agent has resigned and there is no registered agent of record.

BE-06

- \$5.00
- **[Statement of Change of Registered Office and/or Registered Agent](#)**
Form used to change Registered Agent information by the company

Figure 166. Instructions and links for changing registered agent information

The bold forms listed below are to be used by the company. The forms that are not bold are to be used by the registered agent

BE-05

- **\$5.00**
- [Designation of Registered Office Address and/or Registered Agent](#)
Form used by company for designating a registered office and/or registered agent when an previous registered agent has resigned and there is no registered agent of record.

BE-06

- **\$5.00**
- [Statement of Change of Registered Office and/or Registered Agent](#)
Form used to change Registered Agent information by the company

BE-07

- No Fee
- [Statement of Resignation of Registered Agent](#)
Form used by the registered agent to resign as registered agent

BE-12

- **\$5.00**
- [Agents Statement of Change of Registered Office Address](#)
Form used when the registered agent changes its registered office address

BE-17

- **\$10.00**
- [Designation Statement of Change of Principal Office and Registered Agent Name/Office](#)
Form used to designate changes in either the principal office address and/or registered agent information by the company

NA-04

- No Fee
- [Statement of Resignation of Agent for a Nonprofit Association \(unincorporated\)](#)
Form used by the registered agent of an unincorporated nonprofit association upon resignation of duties.

Order Certified Documents

Select **Order Certified Documents**.

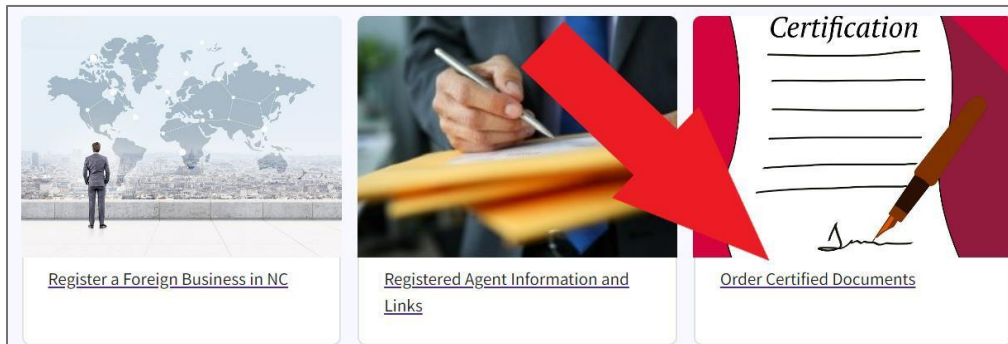


Figure 167. A red arrow points to the Order Certified Documents link

This link takes you to the **Order Certified Documents** page.

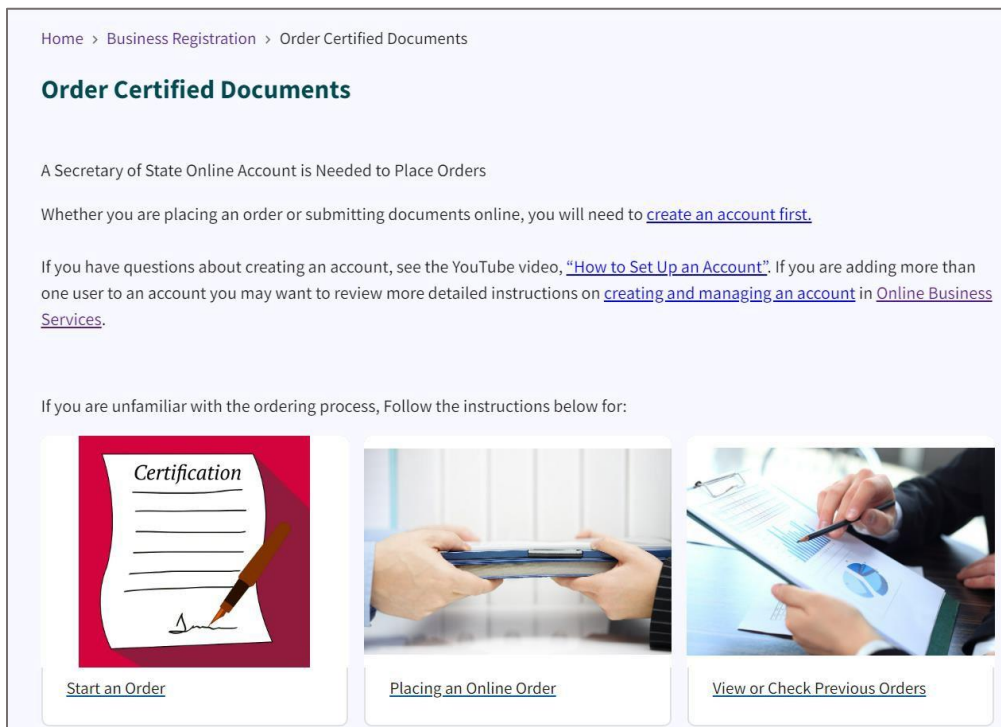


Figure 168. Order Certified Documents page

Be sure to create an NC SOS website account if you have not already done so. You will need the account to place orders.

The instructions for creating an NC SOS website account follow.

Creating an NC SOS Website Account

Select the **Sign In** link in the top right hand corner of the page.

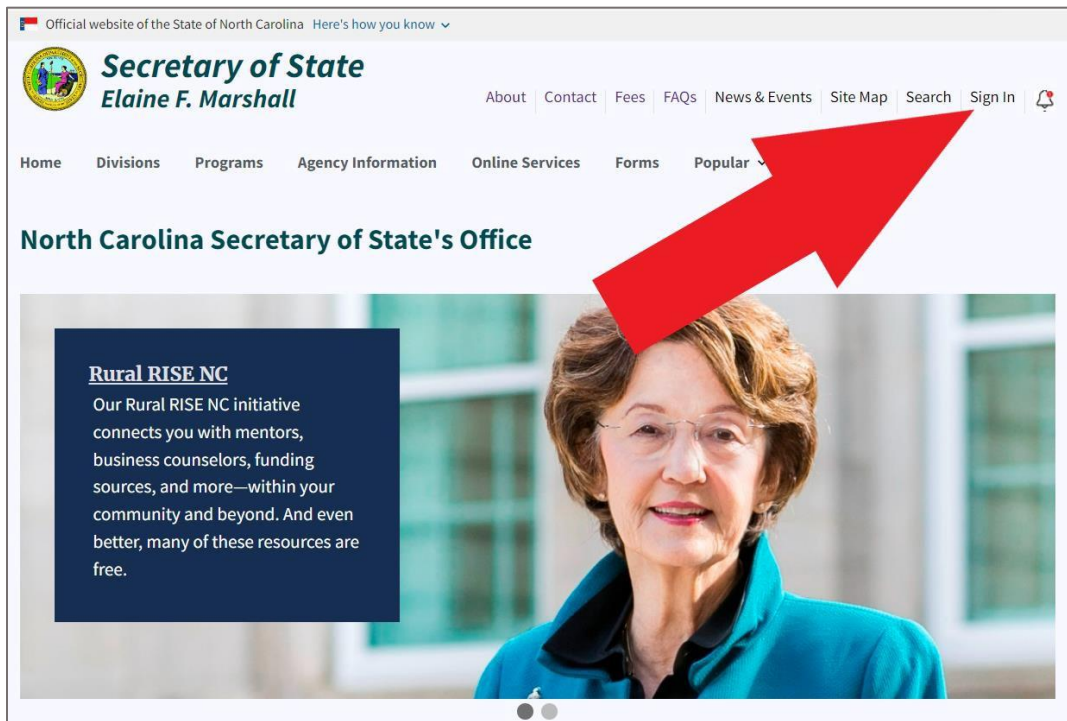


Figure 169. A red arrow points to the Sign In link

This link takes you to the **Log In** page.

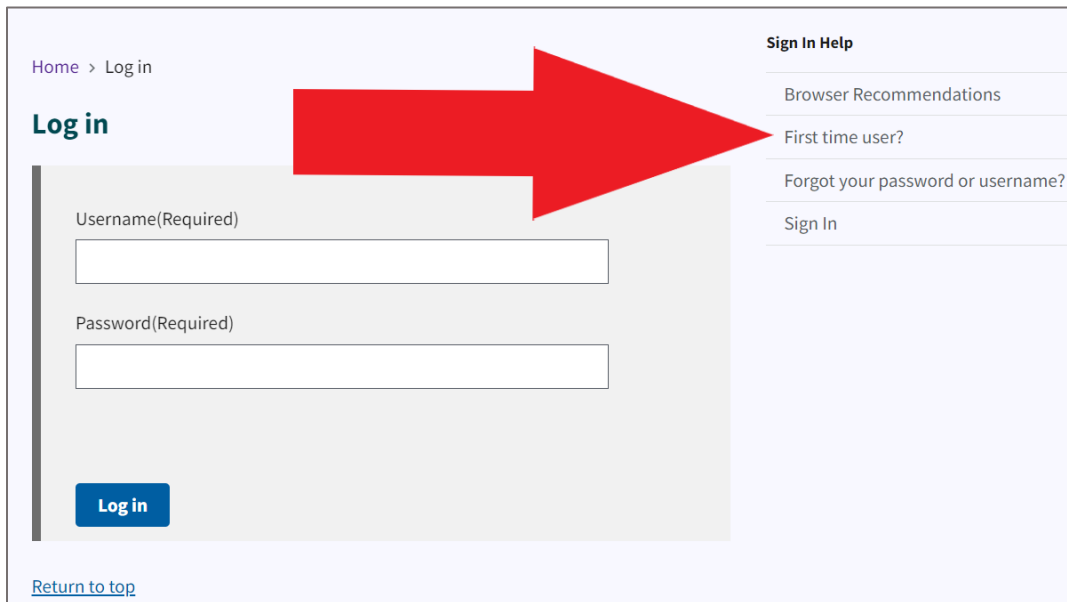


Figure 170. A red arrow points to the "First Time User?" link

Select **"First time user?"**

This link takes you to the **Create an Account** page.

Home > Create an Account

Create an Account

Account Information

Username(Required)

Password(Required)

- Minimum 8 characters
- Must contain a special character
- Must contain a number
- Must contain upper and lower case letter

Confirm password(Required)

Next

Page 1 of 4

Figure 171. Create an Account page

Enter a **Username**.

Enter a **Password**.

The password must be a minimum 8 characters, a special character, a number, an upper and lowercase letter.

Confirm your password.

Click **Next**.

Enter your **Entity Name** and **Full Name**.

The screenshot shows a web form titled "Create an Account" with a breadcrumb "Home > Create an Account". The form is on "Page 2 of 4". The section is titled "Name" in green. It contains five input fields: "Entity name", "First(Required)", "Middle", "Last(Required)", and "Suffix". At the bottom left are "Back" and "Next" buttons. At the bottom right is the page number "Page 2 of 4".

Figure 172. Name entry fields

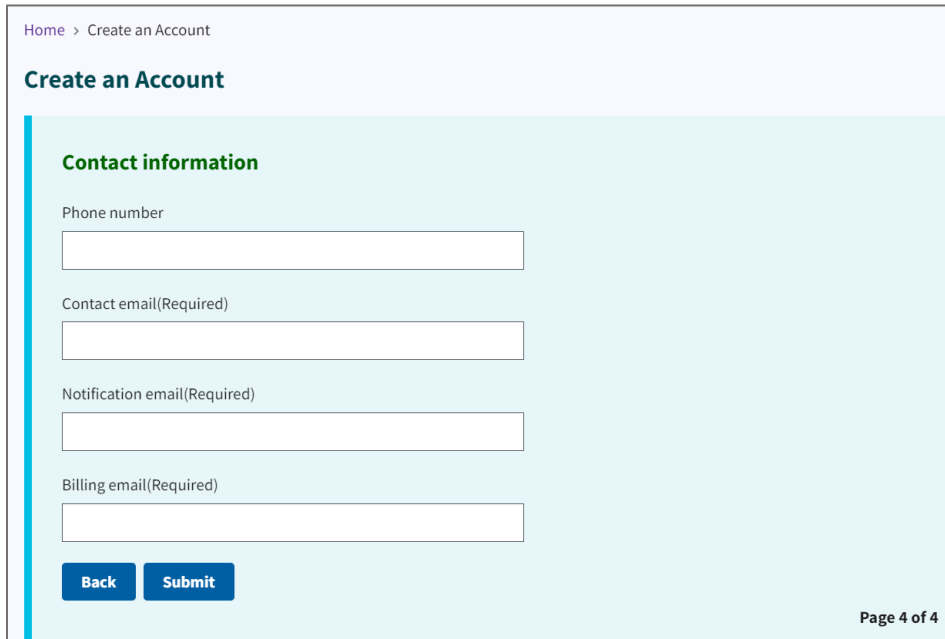
Click **Next**.

Enter your **Mailing Address** and click **Next**.

The screenshot shows a web form titled "Create an Account" with a breadcrumb "Home > Create an Account". The form is on "Page 3 of 4". The section is titled "Mailing address" in green. It contains five input fields: "Address", "City", "State" (a dropdown menu), "Zip code", and "Country" (a dropdown menu with "United States" selected). At the bottom left are "Back" and "Next" buttons. At the bottom right is the page number "Page 3 of 4".

Figure 173. Mailing Address entry fields

Enter your **Contact Information**.



The screenshot shows a web form titled "Create an Account" with a breadcrumb "Home > Create an Account". The form is set against a light blue background and is titled "Contact information". It contains four text input fields: "Phone number", "Contact email(Required)", "Notification email(Required)", and "Billing email(Required)". Below the fields are two buttons: "Back" and "Submit". In the bottom right corner of the form area, it says "Page 4 of 4".

Figure 174. Contact Information entry fields

Click **Submit**.

You are returned to the NC Secretary of State home page.

Notice the “Sign Out” link in the top right hand corner. This indicates that you are currently signed into your NC SOS website account.

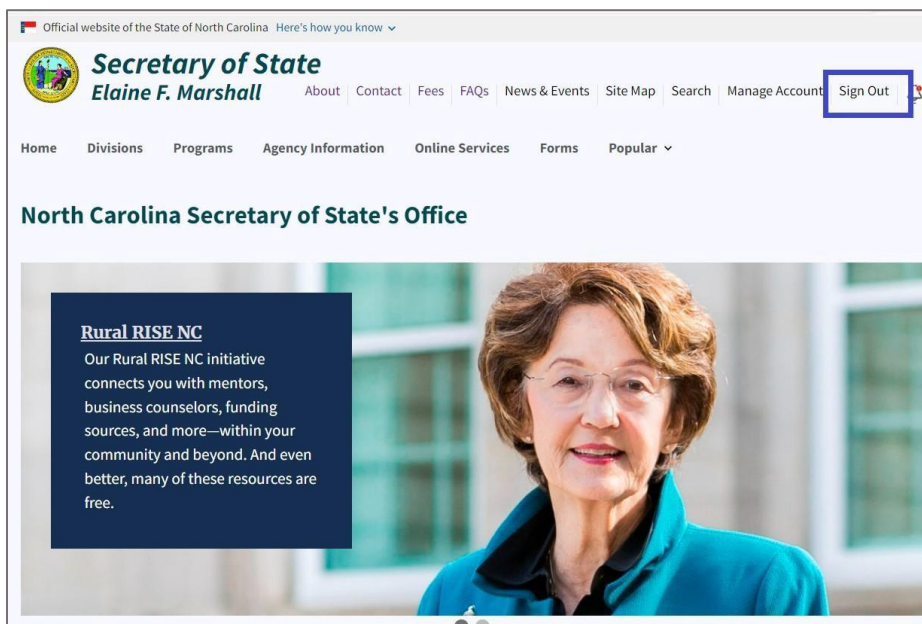


Figure 175. Back to the Home Page

Within minutes, you will receive an email confirming your new NC SOS website account.

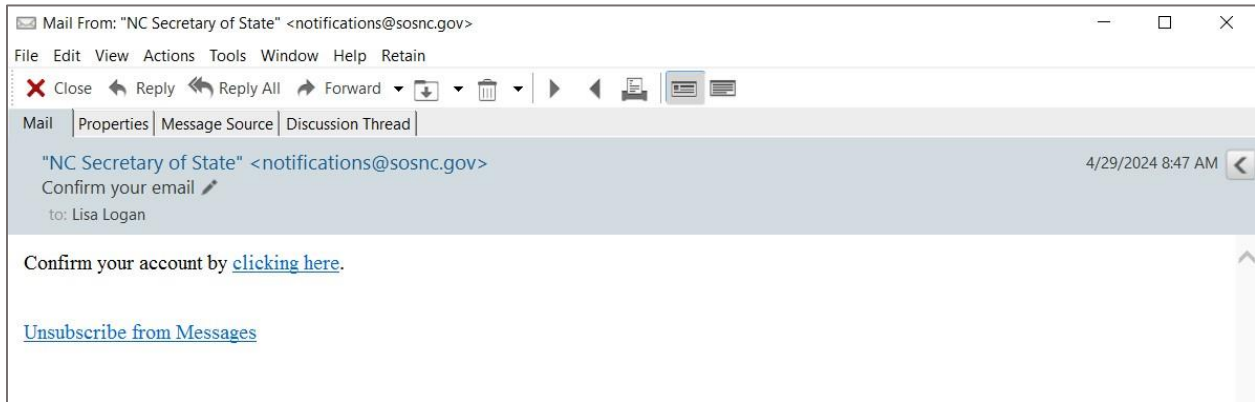


Figure 176. Confirmation email

Order Certified Documents (continued)

Now, let's return to the **Order Certified Documents** page.

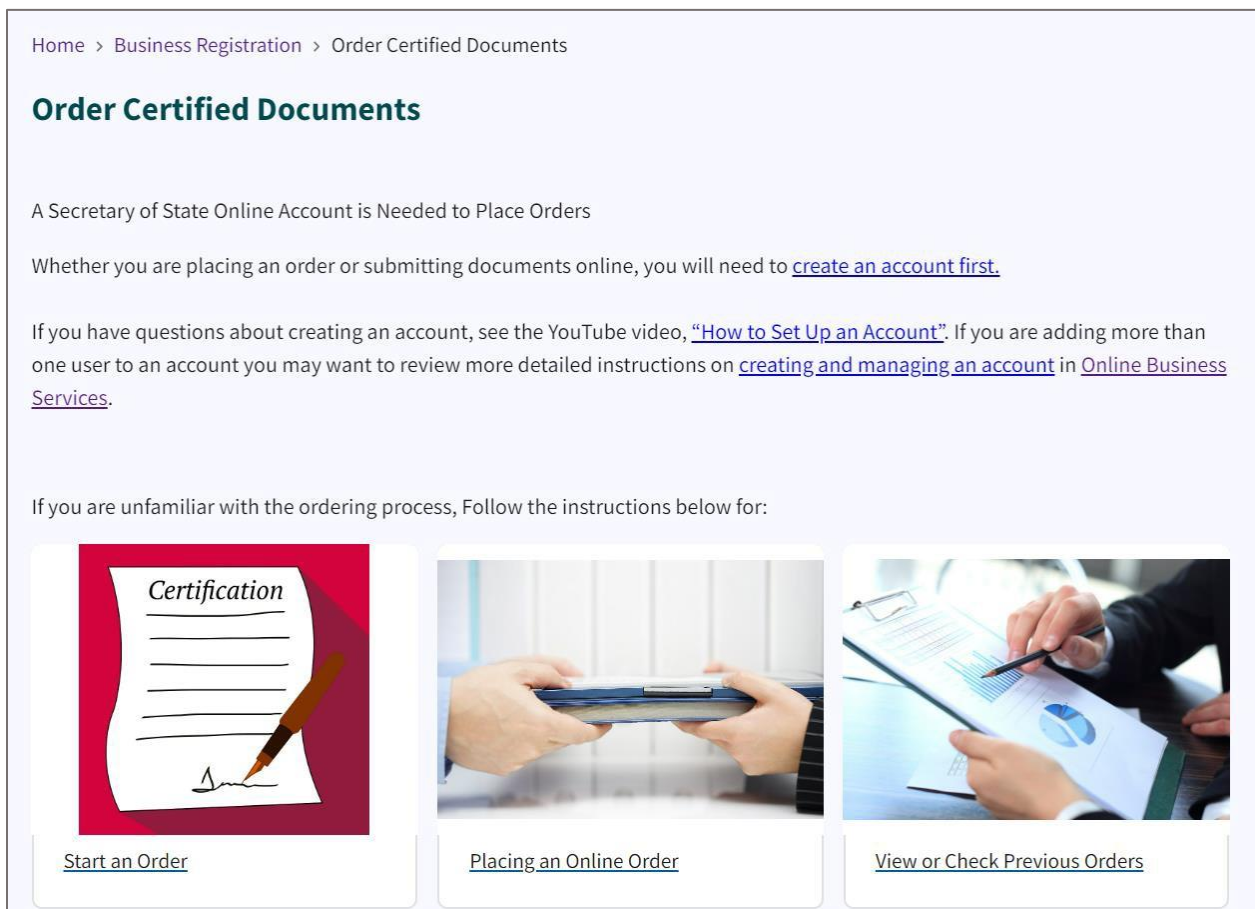


Figure 177. Order Certified Documents page

This page has instructions for ordering certified documents.

There are five box image links for:

- Start an Order
- Placing an Online Order
- View or Check Previous Orders
- What's a "Dirty" Document?
- Image Not Available

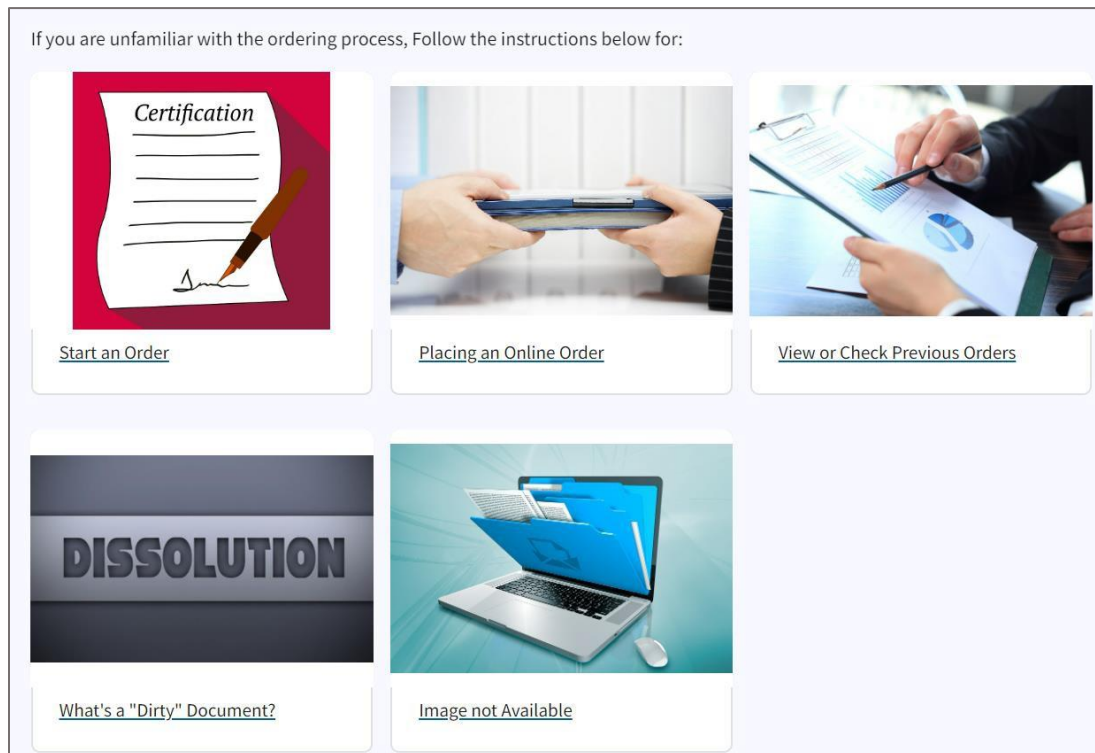


Figure 178. Five box image links for ordering certified documents

Start an Order

Select **Start an Order**.

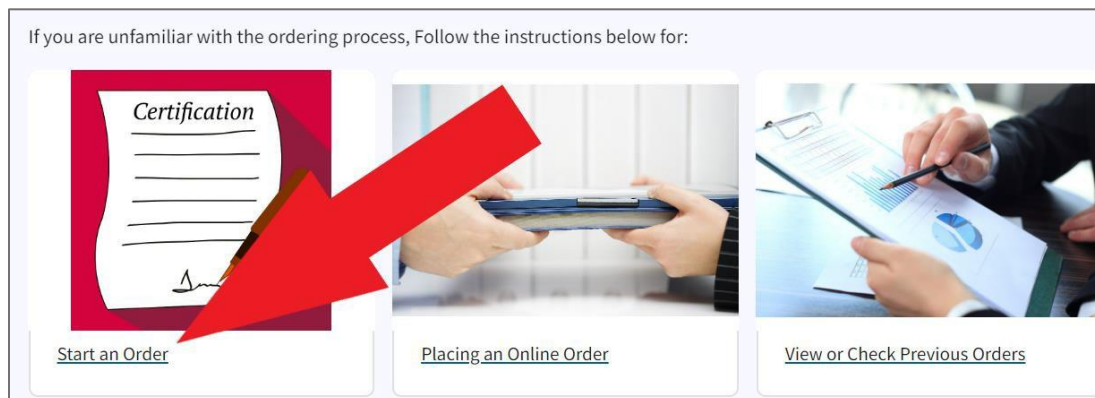


Figure 179. A red arrow points to the "Start an Order" link

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

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 180. Search Business Registration page

Enter the business name.

Click **Search**.

The Search Results display the businesses that match your search requirements.

Home > Business Registration > Search > Search Results

Search Results

Records Found 46

Words Starting with Organization Name Sample Search Time 4/29/2024 09:32 AM

Key Organization Name (SOSID)

Status • Organization Type

[Search Again](#)

Sample Current - Active • Non - Profit Corporation	+
Sample • 2155872 Admin. Dissolved • Business Corporation	File reinstatement +
Sample and Associates, LLC • 2026230 Admin. Dissolved • Limited Liability Company	File reinstatement +

Figure 181. Search Results page

Click the **plus (+) sign** beside the business name.

This expands a tile with more information and linkable options.

Search Results

Records Found 46

Words Starting with **Organization Name** Sample **Search Time** 4/29/2024 09:32 AM

Key Organization Name (SOSID)
Status • Organization Type

[Search Again](#)

Sample
Current - Active • Non - Profit Corporation

Legal name Sample
Date formed 3/23/2021
Status Current - Active
Citizenship Domestic
Business type Non - Profit Corporation

[Online filing](#)
[More information](#)
[Order a document](#)
[Add to My Email Notification list](#)
[View filings](#)

Figure 182. A red arrow points to the "Order a Document" link

The **Order a Document** page has two sections: **Certificates of Existence** and **Filed Documents**.

Home > Business Registration > Order a Document

Order a Document

Sample

Certificates of Existence

Qty	Reference	Description
<input type="text"/>	<input type="text"/>	Existence/Good Standing
<input type="text"/>	<input type="text"/>	Existence Agent/Good Standing
<input type="text"/>	<input type="text"/>	Long Existence General Statute/Good Standing
<input type="text"/>	<input type="text"/>	Principal Office Existence/Good Standing

Figure 183. Order a Document page

Enter the **quantity** and **reference** number.

Filed Documents

Certified Qty	Plain Qty	Reference	Description
<input type="text"/>	<input type="text"/>	<input style="width: 100%;" type="text"/>	03/23/2021 (Doc#C202108219756) Articles of Incorporation
<input type="text"/>	<input type="text"/>	<input style="width: 100%;" type="text"/>	06/02/2021 (Doc#C202115300638) ADM Reinstatement

Add To Cart & Check Out

Add To Cart & Continue

Cancel

Figure 184. Add to Cart buttons

Click **Add to Cart and Checkout**.

[Home](#) > [Business Registration](#) > Sample, Inc.

Sample, Inc.

Business Registrations Cart

Description	Customer Reference (Optional)	Qty	Each	Total	
Sample Existence/Good Standing Sample	<input style="width: 100%;" type="text" value="123456"/>	<input style="width: 50px;" type="text" value="1"/>	\$10.00	\$10.00	
			E-Filing Fee:	\$3.00	
			Total:	\$13.00	

Order More Documents

File More Annual Reports

Checkout

Figure 185. Business Registration Shopping Cart page

Click **Checkout**.

View or Check Previous Orders

You may view and download your orders immediately or return another time within thirty (30) days to view, download and save the order – the orders will not be e-mailed to you.

There are two locations on the website to check the status of the documents.

- Immediately after the transaction is completed. When you get to the “Transaction Completed Successfully” screen, there are three icons.
 1. Click on the “Check My Orders” icon;
 2. Click on “Entity Invoice Status”;
 3. Click on “Invoice Number,” and
 4. Click on each item # to download the document o print and save.
- After leaving the transaction webpage and within thirty (30) days of placing the order:
 1. On the Business Registration Division website, click on the tile, “Online Services” .
 2. Then click on “Check My Orders”
 3. Click on “Entity Invoice Status”
 4. Click on “Invoice Number”; and
 5. Click on each item # to download the document to print and save.

What’s a “Dirty” Document?

The dirty document status may appear if you have ordered a document on an entity that shows a status other than current/active, i.e., merged, converted, dissolved, etc. The dirty document status also shows when ordering documents on a municipality. These documents require custom certificates. Call the customer service unit at [919-814-5400](tel:919-814-5400) and leave a message or e-mail corpinfo@sosnc.gov and enter in the subject line “Re: Dirty Document Question.”

Check the status of a dirty document by clicking on the invoice number and checking if the document downloads.

Image Not Available

Sometimes the documents have not been imaged and are not available for immediate download. These documents must be manually pulled and imaged onto the system before you can download them. The order automatically is queued to the file room for processing. Allow 24 business hours for processing.

If a document cannot be imaged, we will notify you directly.

Professional Entities

Select **Professional Entities** on the Business Registration page.

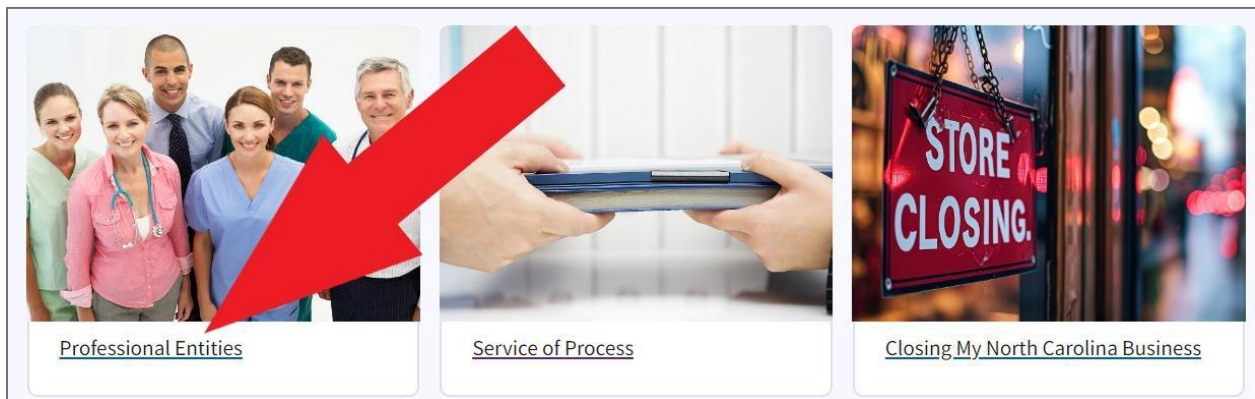


Figure 186. A red arrow points to the Professional Entities link

This link takes you to the **Choose a Business Structure for Professional Entities** page.

Home > Business Registration > Launching A Business > Choose a Business Structure Professional Entities

Choose a Business Structure Professional Entities

The North Carolina General Assembly created the Professional Corporations Act in 1969. The Act provides for corporations (55B-4) and limited liability companies (57D-02-02) to engage in rendering professional services and are subject to conditions and limitations imposed by Chapter 55B, applicable licensing statutes, and the Administrative Code.

- [Do I Need to File under Chapter 55B?](#)
- [Steps to Creating a Professional Business Entity](#)
- [Licensing Board Requirements](#)
 - Each licensing Board has specific requirements for business entity licensure apart from Chapter 55B.
- [Download by Licensing Board](#)
- [Chapter 55B](#)
 - Professional Corporation Act
- [Forms](#)
 - Professional Corporation Forms

Figure 187. Choose a Business Structure for Professional Entities page

Choose a Business Structure Professional Entities

The North Carolina General Assembly created the Professional Corporations Act in 1969. The Act provides for corporations (55B-4) and limited liability companies (57D-02-02) to engage in rendering professional services and are subject to conditions and limitations imposed by Chapter 55B, applicable licensing statutes, and the Administrative Code.

- [Do I Need to File under Chapter 55B?](#)
- [Steps to Creating a Professional Business Entity](#)
- [Licensing Board Requirements](#)
 - Each licensing Board has specific requirements for business entity licensure apart from Chapter 55B.
- [Download by Licensing Board](#)
- [Chapter 55B](#)
 - Professional Corporation Act
- [Forms](#)
 - Professional Corporation Forms

The two professional entities registered through Chapter 55B are the Professional Corporation or Professional Association and the Professional LLC.

Professional Corporations

- **Creation and Organizational Documents:** Created by filing Articles of Incorporation in compliance with the North Carolina Business Corporation Act. North Carolina Professional Corporations must comply with G.S. 55B-4 by, among other things, having officers, directors, and shareholders who comply with the applicable professional licensing board requirements. A letter from the licensing board must accompany the Articles of Incorporation submitted to the Secretary of State’s Office.
- **Management:** A Corporation is owned by its shareholders and managed by a board of directors (including the required professional “licensees”) elected and acting under authority of the Articles of Incorporation and Bylaws of the corporation.
- **Limited Liability Characteristics:** Professional licensees are personally liable for malpractice in providing professional services. A shareholder, director, or officer of a professional corporation is not individually liable for the malpractice of another shareholder, director, or officer unless the services are provided under his or her supervision or direction or direct involvement.
- **Tax Characteristics:** The corporation is taxed on its income. Shareholders are taxed on dividends and other distributions received from the corporation (double taxation).
- **Termination:** Corporations are unaffected by the death or withdrawal of a shareholder (so long as licensing requirements continue to be met). G.S. 55B-7 Corporations are dissolved by compliance with the Business Corporation Act, either voluntarily, administratively, or judicially.

Professional LLCs

- **Creation and Organizational Documents:** Created by filing Articles of Organization in compliance with the North Carolina Limited Liability Company Act. Professional LLCs must comply with the provisions of Chapter 55B as well and Chapter 55 of the North Carolina General Statutes.
- **Management:** Professional LLCs are managed by their managers.
- **Limited Liability Characteristics:** Professional licensees are personally liable for malpractice in providing professional services. Members or manager of the Professional Limited Liability Company are not individually liable for the malpractice of another manager, member or licensee unless the services are provided under his or her supervision, direction, or direct involvement.
- **Tax Characteristics:** The Professional Limited Liability Company is NOT taxed on its income. Members are taxed on the income of the PLLC.
- **Termination:** May dissolve upon the death of withdrawal of a member and under other circumstances as determined by the Articles of Organization or Written Agreement.

Service of Process

Select **Service of Process**.

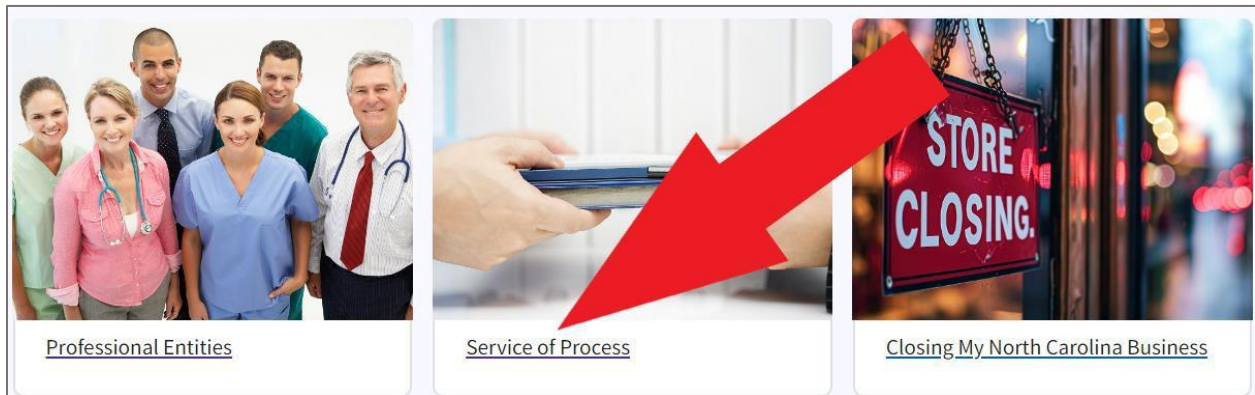


Figure 188. A red arrow points to the Service of Process link

This link takes you to the **Service of Process** page.

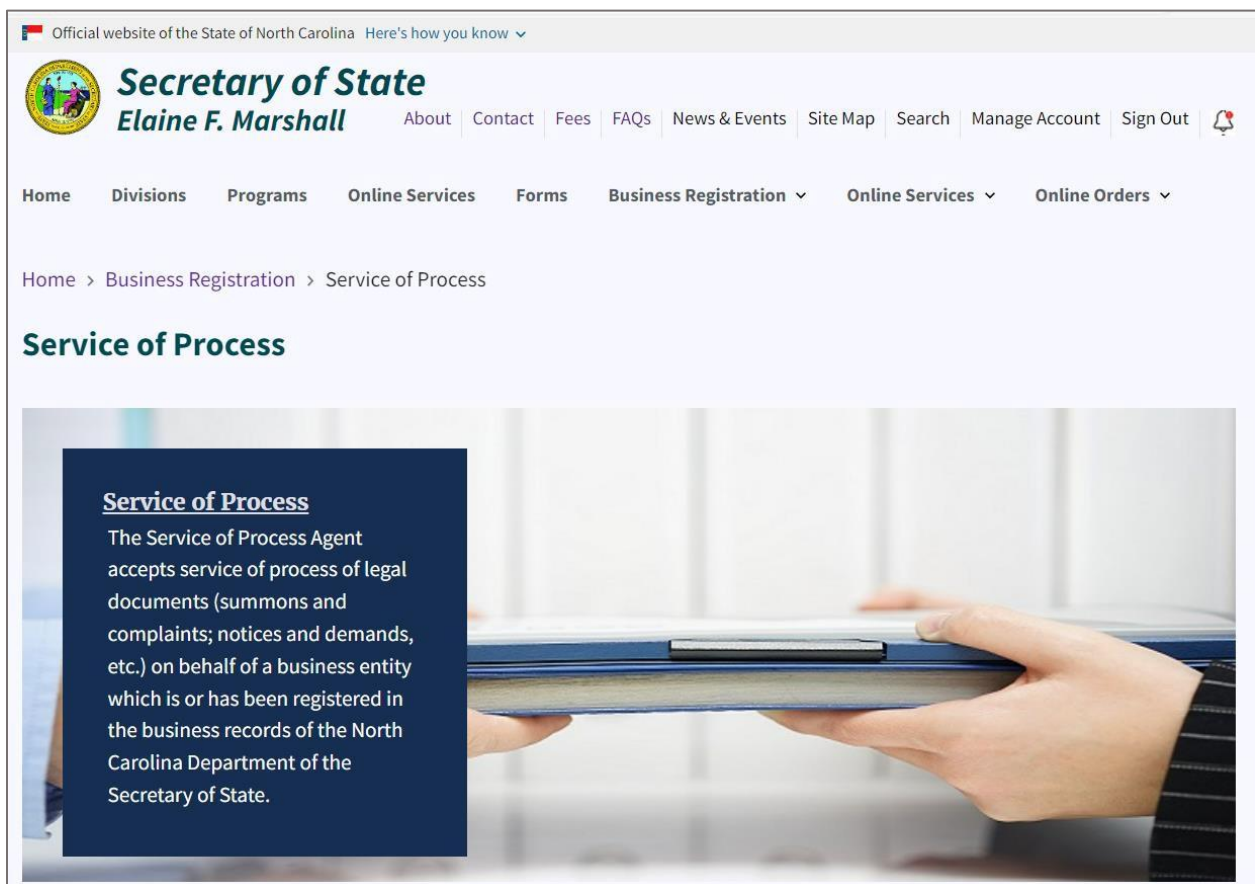


Figure 189. Service of Process page

The Service of Process Agent accepts service of process of legal documents (summons and complaints; notices and demands; etc.) on behalf of a business entity which is or has been registered in the business records of the North Carolina Department of the Secretary of State.

In the middle of the Service of Process page is a **Search Service of Process** tool.

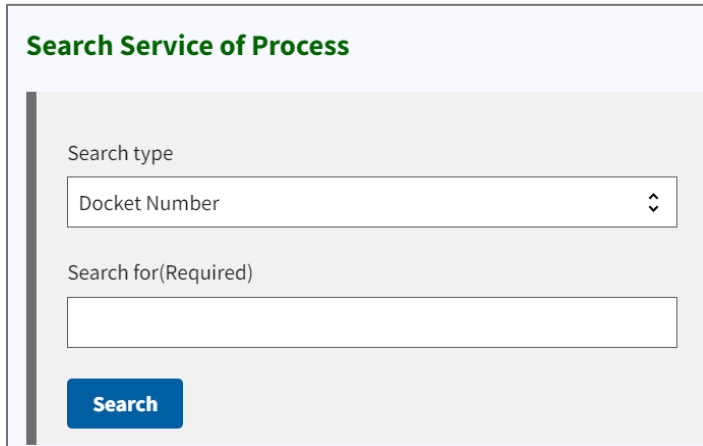
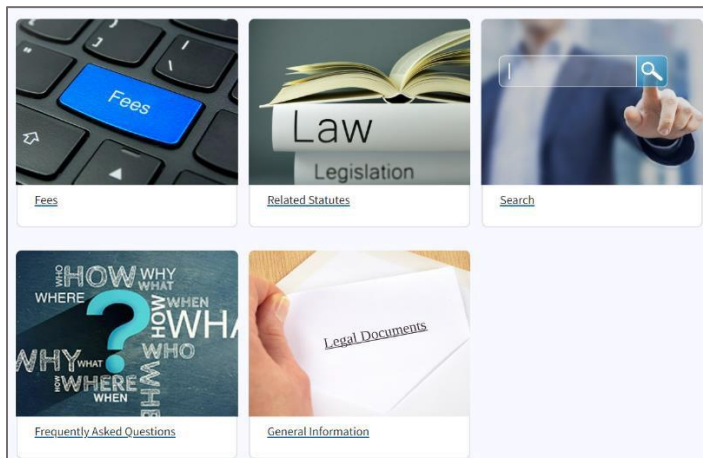


Figure 190. Search Service of Process tool

You can search by Docket Number and name.

Scroll down to the Browse Service of Process section.



The five box image links are:

- Fees
- Related Statutes
- Search
- Frequently Asked Questions
- General Information

At the bottom of the Service of Process page is a What We Do section.

What We Do

The **What We Do** section says:

Every entity registered with the Secretary of State requires a registered agent to accept service of process on its behalf. It is the registered agent's sole responsibility to forward paperwork to the entity's last known address. The name and address of the registered agent is maintained within the records of the Business Registration Division at the Secretary of State's Office.

In specific circumstances, the Secretary of State is appointed as agent for service of process. A listing of the service of process statutes which pertain to this office can be found by clicking the "Statutes" tile above.

The Service of Process Agent also accepts real property bonds required to be filed with the Department.

Note: Office personnel may not provide legal advice or counsel to the public.

If you have questions, the Frequently Asked Questions can be found by clicking on the FAQs at the top of this page, entering under Within "Service of Process."

Contact Service of Process

The contact information for the Service of Process Agent is:

Mailing for Certified USPS Express Mailings

Service of Process Agent
North Carolina Secretary of State
PO Box 29622
Raleigh, NC 27626-0622

Street Address Overnight Mail:

Service of Process Agent
North Carolina Secretary of State
2 South Salisbury Street
Raleigh, NC 27601-2903

Service of Process Email: sop@sosnc.gov

Phone: [919-814-5400](tel:919-814-5400)

Fax: [919 814-5399](tel:919-814-5399)

Fees

The fee for the use of the Service of Process Agent of the North Carolina Department of the Secretary of State is \$10.00 per company, per request (G.S. 55-1-22(b)).

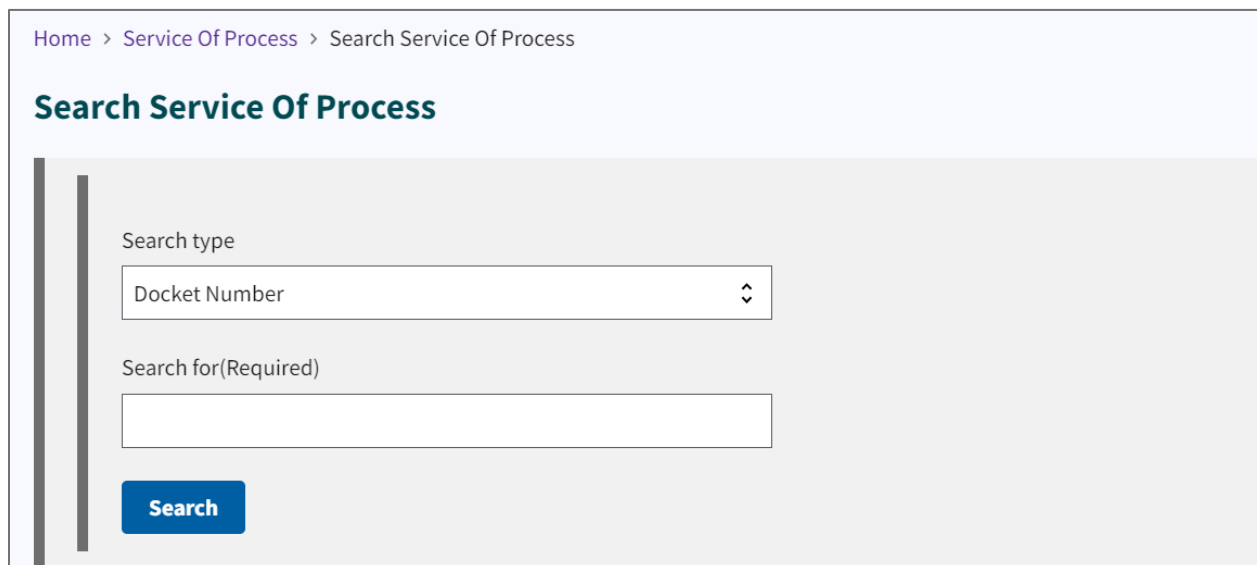
*Make checks payable to "North Carolina Secretary of State."

Related Statutes

- [N.C.G.S. 54-164: "Merger or consolidation of domestic and foreign associations" - specifically Cooperative Associations.](#)
- [N.C.G.S. 55D-33: "Service on business entities" - specifically business entities of record in North Carolina.](#)
- [N.C.G.S. 58-1-20: "Real Property Warranties".](#)
- [N.C.G.S. 58-28-40: "Service of Process on Secretary of State as agent for unauthorized company" - specifically insurance.](#)
- [N.C.G.S. 75E-8: "Designation of Secretary of State for service" - specifically Control Share Acquisitions.](#)
- [N.C.G.S. 59-907: "Transaction of business without Registration" - specifically limited partnerships.](#)

Search

The Service of Process tool allows you to search for docket numbers and other service of process documents. This is the same search tool that is on the Service of Process main page.



The screenshot shows a web interface for searching Service of Process documents. At the top, there is a breadcrumb trail: Home > Service Of Process > Search Service Of Process. Below this is the title "Search Service Of Process". The main search area contains a "Search type" dropdown menu with "Docket Number" selected. Below the dropdown is a text input field labeled "Search for(Required)". At the bottom of the search area is a blue "Search" button.

Figure 191. Service of Process search tool

Frequently Asked Questions

The Frequently Asked Questions has an expandable accordion of 14 questions and answers pertaining to Service of Process.

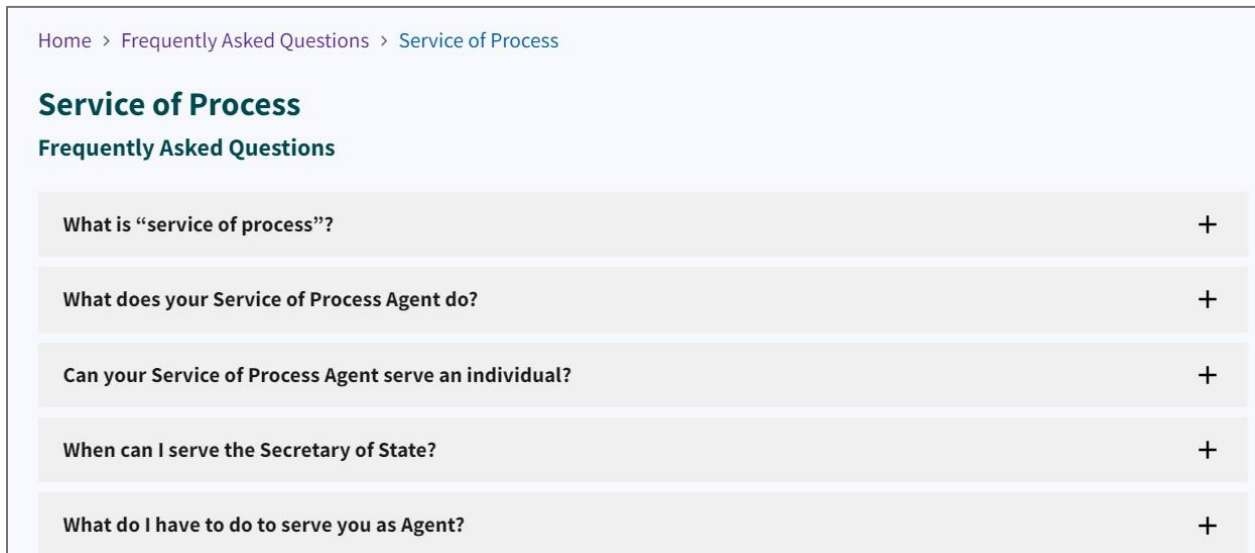


Figure 192. Service of Process Frequently Asked Questions

General Information

The **General Information** page offers definitions and an overview of the process.

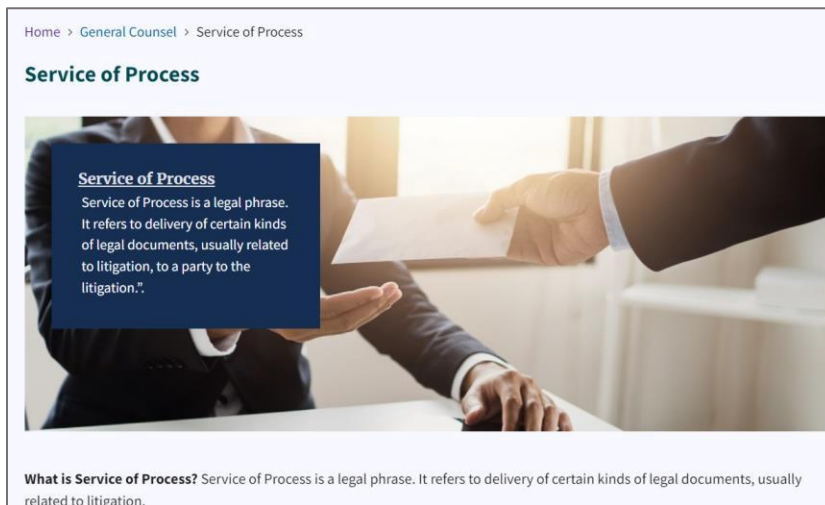


Figure 193. Service of Process General Information page

What is Service of Process? Service of Process is a legal phrase. It refers to delivery of certain kinds of legal documents, usually related to litigation.

There are laws that say how service of process has to be done in order for it to be legally effective. The rules may be different for service on an individual, a business, or a government

agency. The North Carolina rules are found in [Chapters 1](#) and [1A](#) of the North Carolina General Statutes.

For service of process on a business entity

Sometimes in an attempt to serve a business entity, the service of process does not succeed. North Carolina laws set out alternative methods for service of process, if it does not succeed. For certain business entities, if a North Carolina law specifically authorizes it, our Business Registration Division’s Service of Process agent accepts service of process on business entities registered in our records. This is sometimes referred to as “substitute service of process”. Please be aware: We cannot give you legal advice about [service of process](#).

Agents for Service of Process for State Agencies

As required by G.S. § 1A-1, Rule 4(j)(4), the Attorney General’s Office maintains a [register of State agencies’ process agents](#).

For service of process on the Department pursuant to G.S. § 1A-1, Rule 4(j)(4):

Ann Wall, General Counsel
North Carolina Department of the Secretary of State
P.O. Box 29622
Raleigh, NC 27626-0622
By courier or other delivery service: 2 S. Salisbury St., Raleigh, NC 27601.

Closing My North Carolina Business

Select **Closing My North Carolina Business**.

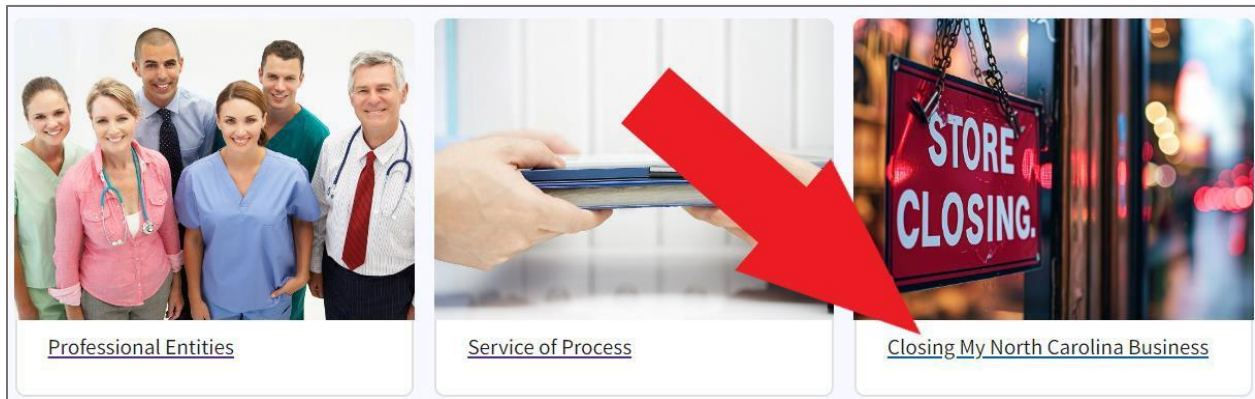


Figure 194. A red arrow points to the "Closing My North Carolina Business" link

This link takes you to the **Closing North Carolina Business** page.

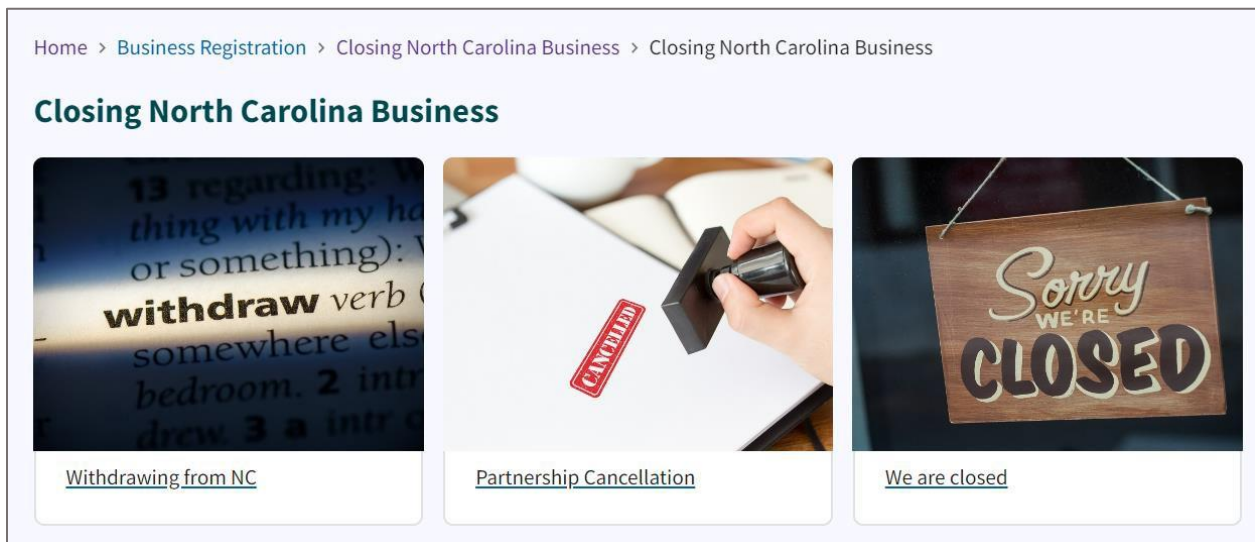


Figure 195. Closing North Carolina Business page

At the top of the page are three box image links:

- [Withdrawing from NC](#)
- [Partnership Cancellation](#)
- [We Are Closed](#)

Closing North Carolina Business

- If you want to close a North Carolina business, you do so by voluntarily filing Articles of Dissolution for the entity type (Business Corporation, Nonprofit Corporation, Limited Liability Company (LLC)).

- Once you have voluntarily dissolved by filing Articles of Dissolution, the company may only do those activities to wind up the affairs of the company.
- If you change your mind after filing Articles of Dissolution for a Business or Nonprofit Corporation and it is within 120 days of the effective date of the voluntary dissolution, you may revoke the voluntary dissolution by filing Articles of Revocation of Dissolution.
- If you need specific guidance regarding anything other than filing the documents, consult an attorney.

Forms and Fees

Business Corporation

A Business Corporation must either file Articles of Dissolution Prior to the Issuance of Shares or Articles of Dissolution by Board of Directors and Shareholders. Which document you use depends upon the circumstances of the company at the time of voluntary dissolution.

- [B-05\(PDF\)](#)
 - Articles of Dissolution Prior to the Issuance of Shares
 - \$30.00
- [B-06\(PDF\)](#)
 - Articles of Dissolution by Board of Directors and Shareholders
 - \$30.00
- [B-07\(PDF\)](#)
 - Articles of Revocation of Dissolution
 - \$10.00

Nonprofit Corporation

A nonprofit corporation must either file Articles of Dissolution Prior to the Commencement of Activities or Articles of Dissolution by Board of Directors, Members, and/or Third Parties. Which document you use depends upon the circumstances of the company at the time of voluntary dissolution.

A plan of dissolution, which specifies how the nonprofit corporation's remaining assets shall be distributed, must be attached to the Articles of Dissolution.

- [N-05\(PDF\)](#)
 - Articles of Dissolution Prior to Commencement of Activities
 - \$15.00

- [N-06\(PDF\)](#)
- Articles of Dissolution by Directors, Members, and Third Parties
- \$15.00

☞ [N-07\(PDF\)](#)

- Articles of Revocation of Dissolution
- \$10.00

Limited Liability Company

A limited liability company must file Articles of Dissolution.

- [L-07\(PDF\)](#)
 - Articles of Dissolution
 - \$30.00

Payment

Make checks payable to the North Carolina Secretary of State and mail to:

North Carolina Secretary of State
 Business Registration Division
 PO Box 29622
 Raleigh, NC 27626-0622

Withdrawing from NC

Select **Withdrawing from NC**.

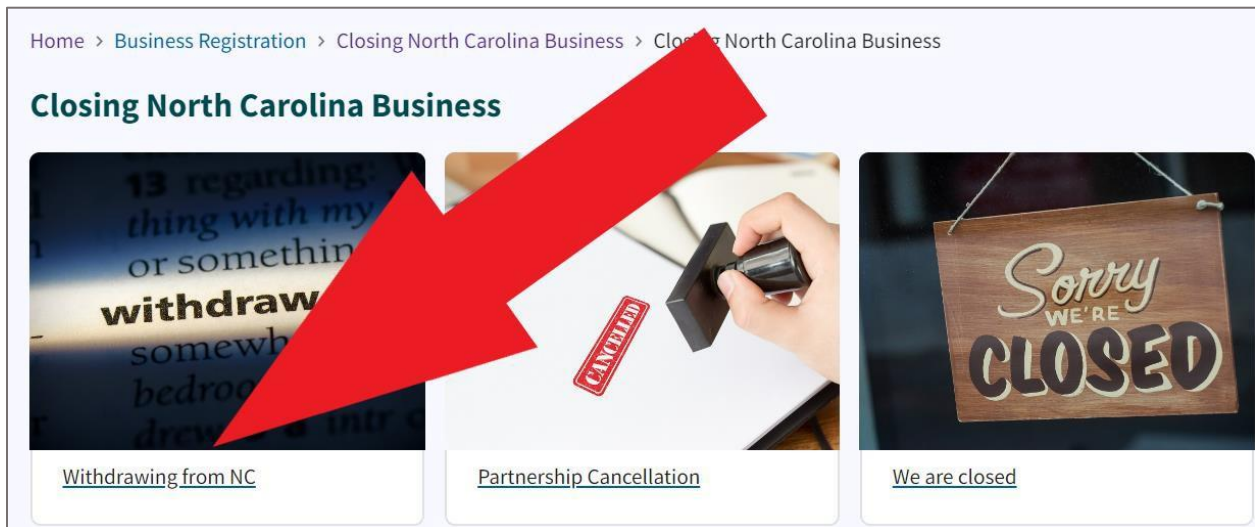


Figure 196. A red arrow points to the "Withdrawing from NC" link

Withdrawing a Company from North Carolina

- If a company has a Certificate of Authority to transact business in North Carolina and wants to withdraw that company from conducting business in North Carolina, the company will need to file an Application for Certificate of Withdrawal.
- If the foreign company is merging with another entity and leaving North Carolina due to the merger, the document filed is the Application for Certificate of Withdrawal by Reason of Merger.
- Both forms are found in the "Business Entity (BE)" forms and are used by all entity types.
- Should you need specific guidance regarding anything other than filing the documents, consult an attorney of your choosing.

Forms and Fees

- [BE-08\(PDF\)](#)
 - Application for Certificate of Withdrawal (for use by **Business and Nonprofit Corporations**)
 - \$25.00
- [BE-09\(PDF\)](#)
 - Application for Certificate of Withdrawal by Reason of Merger (**For use by all entities types**)
 - \$10.00
- [L-14\(PDF\)](#)
 - Application for Certificate of Withdrawal (For use by **Limited Liability Companies**)
 - \$10.00

Payment

Make checks payable to the North Carolina Secretary of State and mail to:

North Carolina Secretary of State
Business Registration Division
PO Box 29622
Raleigh, NC 27626-0622

Partnership Cancellation

Select **Partnership Cancellation**.

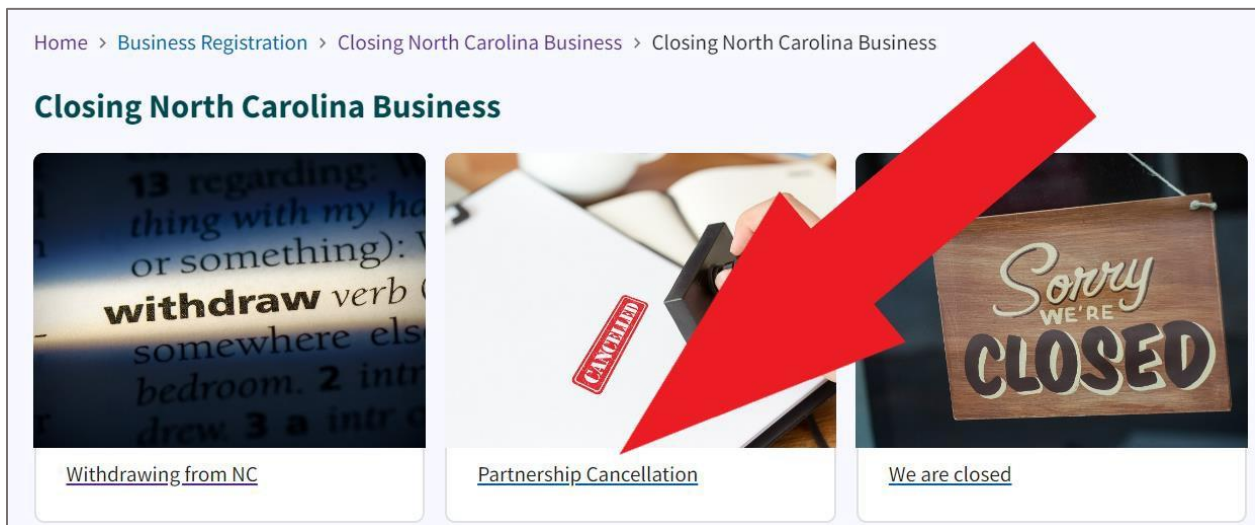


Figure 197. A red arrow points to the Partnership Cancellation link

This link takes you to the **Partnership Cancellation** page.

Partnership Cancellation

- North Carolina and Foreign Partnerships are required to file a Cancellation of Limited Partnership, Limited Liability Partnership or Limited Liability Limited Partnership registration with the NC Department of the Secretary of State.
- General Partnerships are not registered with the North Carolina Department of the Secretary of State and are not required to file cancellations with this office. However, they may need to cancel an assumed name at the local Register of Deeds Office.
- Should you need specific guidance regarding anything other than filing the documents, consult an attorney of your choosing.

Forms and Fees

- [LP-03\(PDF\)](#)
 - Cancellation of Certificate of Domestic/Foreign **Limited Partnership**
 - \$25.00
- [LLL-03\(PDF\)](#)
 - Certificate of Cancellation for **Limited Liability Limited Partnership**
 - \$25.00

- [LLP-04\(PDF\)](#)
 - Application for Certificate of Withdrawal (For use by **Limited Liability Companies**)
 - \$25.00

Payment

Make checks payable to the North Carolina Secretary of State and mail to:

North Carolina Secretary of State

Business Registration Division

PO Box 29622

Raleigh, NC 27626-0622

We are closed

Select **We are closed**.

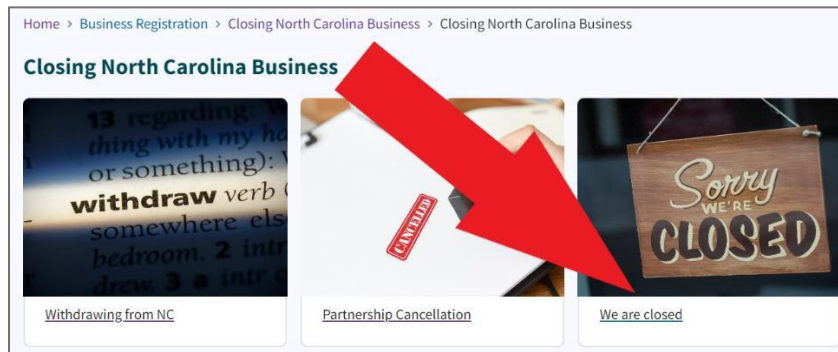


Figure 198. A red arrow points to the "We are closed" link

We Are Closed

A filing is required if you want to close a North Carolina business (domestic) or withdraw a foreign business from North Carolina. Each entity type has their own specific forms for use in filing. Choose the tabs above for more specific information about required documents to remove an active entity from the North Carolina Business Registry.

In addition to filing a dissolution, withdrawal or cancellation with this office, you may also need to file paperwork with other below agencies. See the below links for more information.

Links

- [Department of Revenue](#)
- [Industrial Commission](#)
- [Division of Employment Security](#)
- [Register of Deeds Assumed Name Forms](#)

Assumed Business Names

Go to the **Business Registration** main page.

Select **Assumed Business Names**.



Figure 199. A red arrow points to the "Assumed Business Names" link

This link takes you to the **Assumed Business Names** main page.

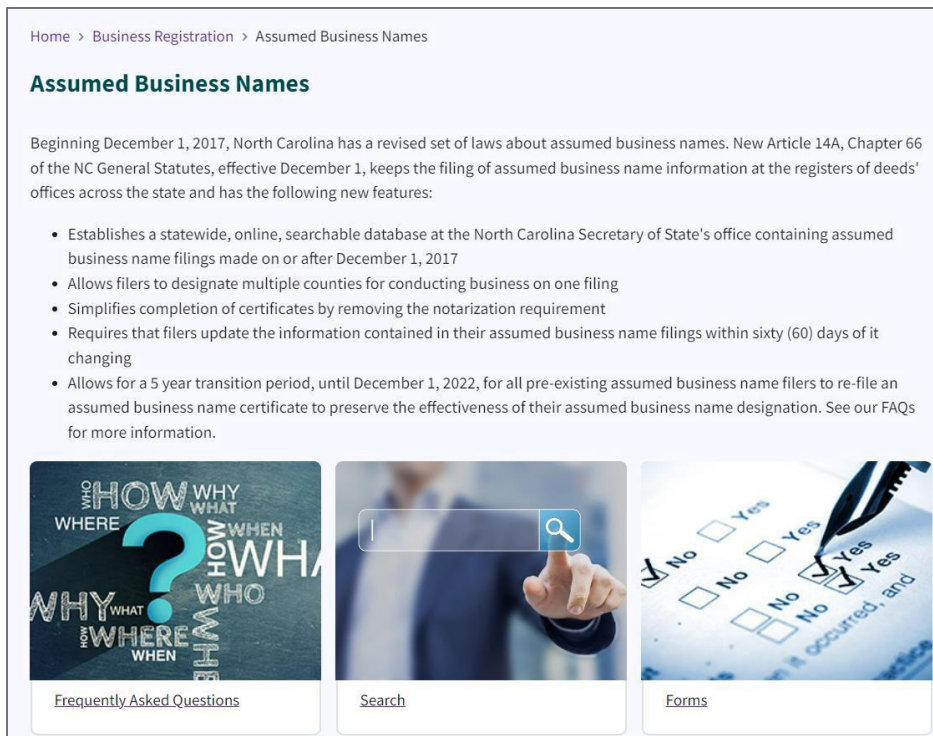


Figure 200. Assumed Business Names main page

The **Assumed Business Names** page has information about using assumed business names in North Carolina.

An assumed business name (ABN) is the same as a DBA (doing business as) name. Both terms refer to a name under which a business operates that is different from its legal name.

Businesses using an assumed name should obtain an "assumed name certificate" to comply with state statutes.

Beginning December 1, 2017, North Carolina has a revised set of laws about assumed business names. New Article 14A, Chapter 66 of the NC General Statutes, effective December 1, keeps the filing of assumed business name information at the registers of deeds' offices across the state and has the following new features:

- Establishes a statewide, online, searchable database at the North Carolina Secretary of State's office containing assumed business name filings made on or after December 1, 2017
- Allows filers to designate multiple counties for conducting business on one filing
- Simplifies completion of certificates by removing the notarization requirement
- Requires that filers update the information contained in their assumed business name filings within 60 days of it changing
- Allows for a 5 year transition period, until December 1, 2022, for all pre-existing assumed business name filers to re-file an assumed business name certificate to preserve the effectiveness of their assumed business name designation. See our FAQs for more information.

There are three box image links at the bottom of the page:

- [Frequently Asked Questions](#)
- [Search](#)
- [Forms](#)

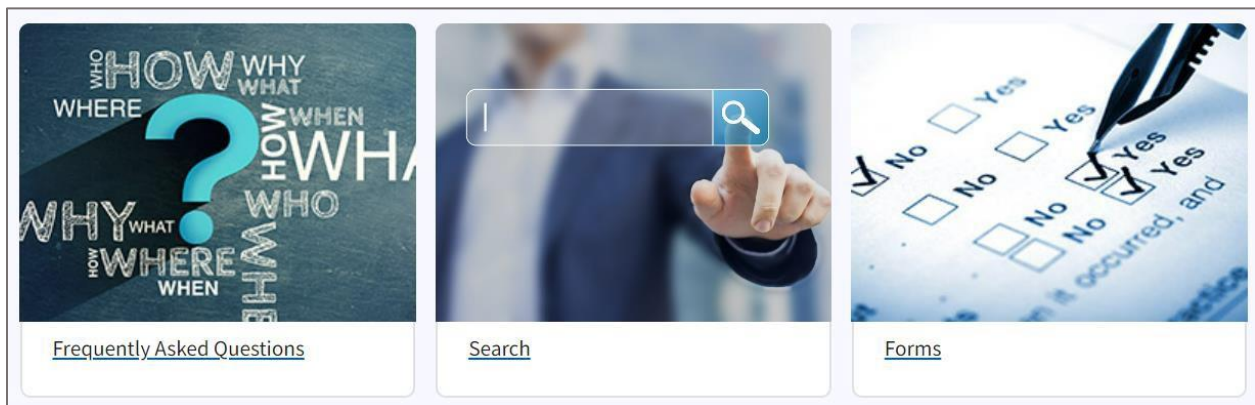


Figure 201. Three box image links

Frequently Asked Questions

Select **Frequently Asked Questions**.



Figure 202. A red arrow points to the Frequently Asked Questions link

The **Frequently Asked Questions** page has 15 questions and answers about using assumed names in North Carolina.

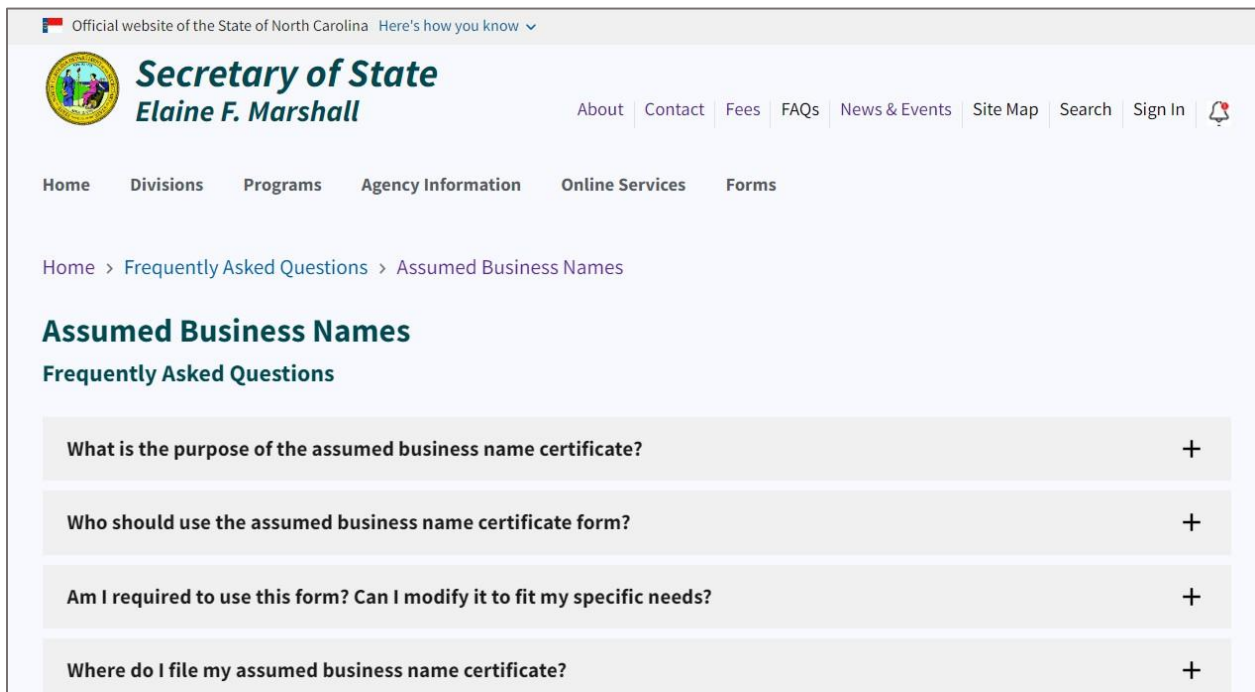


Figure 203. Assumed Business Names Frequently Asked Questions page

Search

Select **Search**.

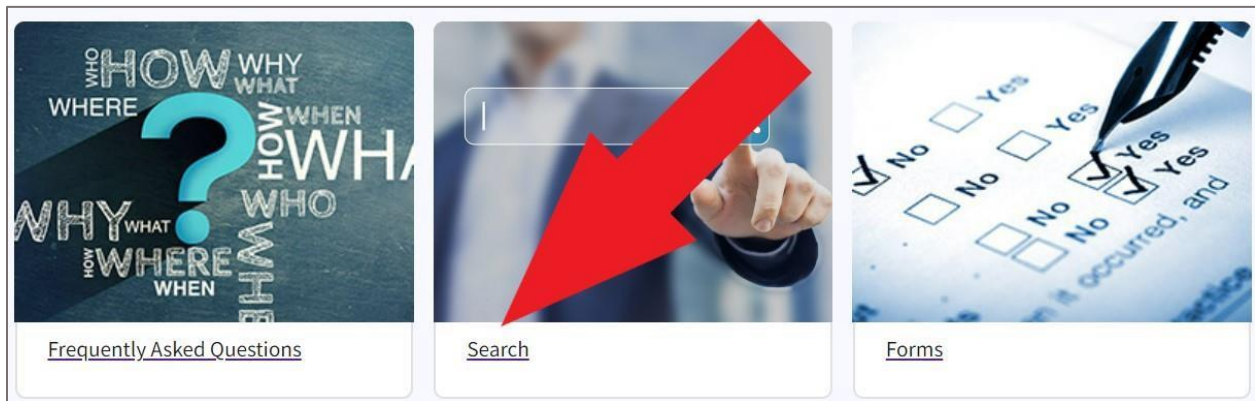


Figure 204. Select Search link

This link takes you to the Assumed Business Names search tool.

The screenshot shows the 'Search Assumed Business Names' search tool. At the top, there is a breadcrumb trail: 'Home > Assumed Name > Search Assumed Business Names'. Below this is the title 'Search Assumed Business Names'. The main search area contains three input fields: a dropdown menu for 'Search for' with 'Company By Assumed Name' selected, a dropdown menu for 'Words' with 'Starting With' selected, and a text input field for 'Search text'. At the bottom of the search area are two buttons: 'Filter' and 'Search'. Below the search area is a link that says 'Return to top'.

Figure 205. Search Assumed Business Names search tool

The Search tool has one field for the search text and two dropdowns to narrow the search requirements.

Enter the name of the business in the provided fields.

Click **Search**.

The search results display a list of company names that fit your search requirements.

Home > Assumed Name > Search > Search Results

Search Results

Records Found: 95 Search Type: Starting Search Criteria: Abc
 Search Time: 4/3/2024 11:30 AM [Search Again](#)

ABC • (2411297) • 5/10/2022	+
ABC ACADEMY • (2439520) • 6/21/2022	+
ABC AINEZ BODY CONTOURING • (2503131) • 10/10/2022	+
ABC, an Apria Company • (2254215) • 8/20/2021	+
AB CARPENTRY • (1944619) • 1/31/2020	+

Figure 206. Search results listing company names

For this example, we selected the first row “ABC.”

Home > Assumed Name > Search > Search Results

Search Results

Records Found: 95 Search Type: Starting Search Criteria: Abc
 Search Time: 4/3/2024 11:30 AM [Search Again](#)

ABC • (2411297) • 5/10/2022	+
ABC ACADEMY • (2439520) • 6/21/2022	+
ABC AINEZ BODY CONTOURING • (2503131) • 10/10/2022	+
ABC, an Apria Company • (2254215) • 8/20/2021	+
AB CARPENTRY • (1944619) • 1/31/2020	+




Figure 207. A red arrow points to the plus sign on row “ABC”

Select the **plus (+) sign** beside the company name.

The accordion panel expands to display more information and linkable options.

Search Results

Records Found: 95 **Search Type:** Starting **Search Criteria:** Abc

Search Time: 4/3/2024 11:30 AM [Search Again](#)

ABC • (2411297) • 5/10/2022

- [Download Filing\(PDF\)](#)
- **Initial Assumed Name:** ABC
- **Assumed Business Name Number:** 2411297
- **Entered Date:** 5/10/2022 2:35:33 PM
- **Filing County:** Pamlico
- **Engaged Counties:**
 - All (Add)
- **Owners:**
 - TRACY KING (Add)
 - ANTONIO RONTELL SR KING (Add)

Figure 208. Expanded panel displaying more information and links

Select the **Download Filing (PDF)** to download and print a copy of the Assumed Business Name filing.

Forms

Select **Forms**.

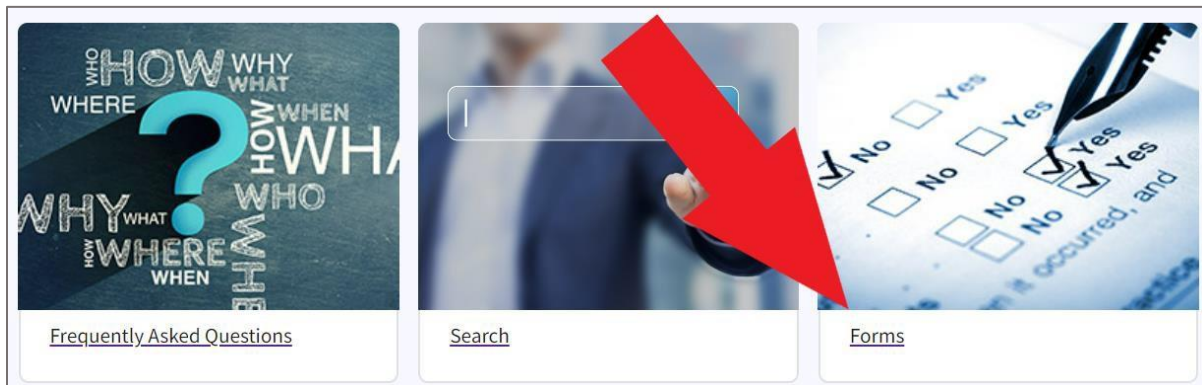


Figure 209. A red arrow points to the Forms link

The Economic Development Partnership of North Carolina’s [Business Forms](#) page has owner and salesperson downloadable applications in PDF format.

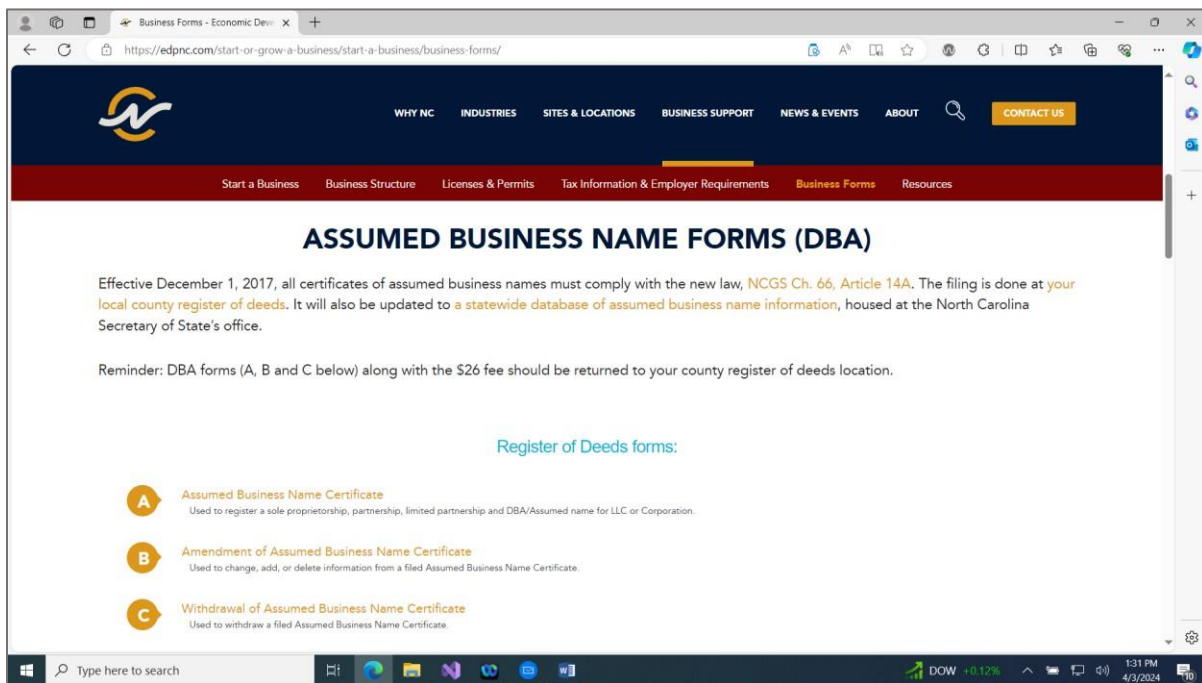


Figure 210. Membership Camping Act Forms page

Scroll down to the Assumed Business Name Forms (DBA) section. See **Figure 210**.

Effective December 1, 2017, all certificates of assumed business names must comply with the new law, [NCGS Ch. 66, Article 14A](#). The filing is done at [your local county register of deeds](#). It will also be updated to [a statewide database of assumed business name information](#), housed at the North Carolina Secretary of State’s office.

Reminder: DBA forms (A, B and C below) along with the \$26 fee should be returned to your county register of deeds location.

The three Assumed Business Name Forms listed are:

- Assumed Business Name Certificate
- Amendment of Assumed Business Name Certificate
- Withdrawal of Assumed Business Name Certificate

Statutes

Select **Statutes, Rules, and Legislation**.



Figure 211. A red arrow points to the "Statutes, Rules, and Legislation" link

This link takes you to the **Legislation, Statutes, and Administrative Code** page.



Figure 212. Legislation, Statutes, and Administrative Code page

On this page, you find links to legislation and statutes that apply to Business Registration.

- [Legislative Update](#)
 - A listing is provided by year of what changes have occurred in legislation.
- [Statutes](#)

- The business entity statutes governing business corporations, nonprofit corporations, limited liability companies, and partnerships
- [Administrative Code\(PDF\)](#)
 - Administrative policies of the Secretary of State's Office for the Business Registration Division (formerly the Corporations Division)(PDF)

File Tip or Complaint

Select **File Tip or Complaint**.



Figure 213. A red arrow points to the "File Tip or Complaint" link

The **Tip and Complaint** page has information for those who want to file a complaint with the NC Secretary of State's Office.

The feedback we receive through surveys, tips, or complaints help us to improve your experience with the Business Registration Division.

Let us know if you have a suggestion for process or website improvement or want to file a [complaint \(PDF\)](#) regarding a company.