

# CERTIFICATE OF REINSTATEMENT

## Limited Liability Company-DOMESTIC

C.G.S. §§34-106; 34-216

Refer to Fee Schedule for amount due.

**Includes Annual Report Fee**

Make checks payable to "Secretary of the State"

Website Address: [www.concord.sots.ct.gov](http://www.concord.sots.ct.gov) Telephone Number: (860) 509-6003

Mailing Address: Connecticut Secretary of the State, Commercial Recording Division P.O. Box 150470, Hartford, CT 06115-0470

Courier Delivery Address ONLY: (i.e. FedEx, UPS, etc.) 30 Trinity Street, Hartford, CT 06106

**IMPORTANT: THE CERTIFICATE OF REINSTATEMENT MUST BE FILED WITH A CURRENT ANNUAL REPORT.**

USE INK. COMPLETE ALL SECTIONS. PRINT OR TYPE. (Attach 8 1/2 x 11 sheet if necessary)

1. Name of Limited Liability Company- <b>REQUIRED</b> : (Must exactly match the name as it appears on the accompanying Annual Report).		
2. Appointment of statutory agent for service of process- <b>REQUIRED</b> : Complete A or B, not both		
EITHER <input type="checkbox"/> A. If agent is an individual:		
Print or type full legal name:	Business Address: (No P.O. Box)	
	If none, MUST state "NONE"	
Signature accepting appointment:	CT Residence Address: (No P.O. Box)	
OR <input type="checkbox"/> B. If agent is a business:		
Print or type name of business as it appears on our records:	CT Business Address: (No P.O. Box)	
Signature accepting appointment on behalf of agent:	Print name & title:	
3. Execution- <b>REQUIRED</b> : (Subject to penalty of false statement.)		
Print or type legal name of signatory:	Capacity/Title of signatory:	Signature/Date:

CONNECTICUT SECRETARY OF THE STATE

- An annual report will be due yearly in the anniversary month that the LLC was formed and can be easily filed online @ [www.concord.sots.ct.gov](http://www.concord.sots.ct.gov). If you are no longer transacting business in Connecticut you must file the appropriate document with our office.
- Contact your tax advisor or the Taxpayer Service Center at the Department of Revenue Services as to any potential tax liability relating to your business, including questions about the Business Entity Tax.
- **Taxpayer Service Center: (800) 382-9463 or (860) 297-5962**

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## **INSTRUCTIONS**

All fields marked **REQUIRED** must be filled out completely.

1. Name of Limited Liability Company-**REQUIRED**: Please provide the complete name of the limited liability company, as it appeared on the records of the Secretary of the State. If the name is no longer available, please complete and file Articles of Amendment, along with the Certificate of Reinstatement, changing the name of the limited liability company to an available name. (Please see Amendment Form for additional filing fee).
2. Appointment of statutory agent for process-**REQUIRED**: THE LIMITED LIABILITY COMPANY MAY NOT BE ITS OWN AGENT. Must appoint an individual or entity (other than this LLC) to accept legal process, notice or demand served upon the limited liability company. The agent may be EITHER:
  - a. Any individual who is a resident of Connecticut, including a manager or member of the LLC.
    - An individual must provide the complete street address of his or her business and a Connecticut residence address. (If no business address, must state none).
    - The agent must sign accepting the appointment.

*or*

  - b. One of the following business types, on record with this office, with a Connecticut address:
    - A Connecticut corporation, limited liability company, limited liability partnership or statutory trust.
    - A foreign corporation, limited liability company, limited liability partnership or statutory trust, which has obtained a certificate of authority to transact business in Connecticut and has a Connecticut address on file with this office.
      - Provide the Connecticut principal office address in the block designated for "Business address". The agent must sign accepting the appointment and the person signing on behalf of a business must print his/her name and title next to his/her signature.
3. Execution-**REQUIRED**: The organizer must print or type his or her full legal name and provide a signature. Note that the execution is made under the penalties of false statement, certifying that the information provided in the document is true. \*THE LIMITED LIABILITY COMPANY MAY NOT BE ITS OWN ORGANIZER BUT A MANAGER/MEMBER MAY BE THE ORGANIZER.