



# Secretary of the State of Connecticut

Phone: 860-509-6003 Website: [www.business.ct.gov](http://www.business.ct.gov) Email: [bsd@ct.gov](mailto:bsd@ct.gov)

## Combined Certificate of Reinstatement and Annual Report

Corporation – Stock and Nonstock

**All Fields Are Required:** Please refer to the attached instructions for completing and submitting.

<b>Filing Party - Individual Submitting the Reinstatement Document</b>	
Name:	
Address:	
City:	
State:	
Zip Code:	
Email Address:	
Phone:	
<b>Filing Fee</b>	
<b>Stock Corporation</b> <u>\$150</u> <u>Reinstatement Fee</u> <u>\$150</u> <u>Annual Report Filing Fee</u> <b>\$300 Total</b>	<b>Non-Stock Corporation</b> <u>\$110</u> <u>Reinstatement Fee</u> <u>\$50</u> <u>Annual Report Filing Fee</u> <b>\$160 Total</b>
<b>Corporation Type</b>	
Legal Structure:	<input type="checkbox"/> Stock <input type="checkbox"/> Non-Stock
Corporation Name:	
Business ID ALEI:	
<b>NAICS Information and Business Email Address</b>	
NAICS Code (6 digits)(required):	
Business or Personal Email Address (required):	

## Business Location Information

Principal Office Address (No P.O. Boxes):	
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Business Mailing Address:	
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## Agent Information

Agent Type (Select One):	<input type="checkbox"/> Individual <input type="checkbox"/> Business
Agent Name:	
Agent Business Address (Check "None" if Agent is an individual without a business address):	<input type="checkbox"/> None
Agent Residence Address (If Agent is an Individual): Connecticut Address Only	
Agent Mailing Address: Connecticut Address Only (P.O. Box Acceptable)	

## Agent Acceptance of Appointment

Name of Person Accepting Appointment (Print or Type):	
Title (If Agent is a Business):	
Signature Accepting Appointment:	

**Principal Information** (Attach and reference additional 8½" x 11" sheets if more space is required)

**Note: One of the principals listed below must sign this form in the "execution" section**

Principal Name (required):	Full Name:
Title:	
Business Address (No P.O. Boxes): Check "None" if no business address exists	<input type="checkbox"/> None
Residence Address (No P.O. Boxes):	

Principal Name:	Full Name:
Title:	
Business Address (No P.O. Boxes): Check "None" if no business address exists	<input type="checkbox"/> None
Residence Address (No P.O. Boxes):	

Principal Name:	Full Name:
Title:	
Business Address (No P.O. Boxes): Check "None" if no business address exists	<input type="checkbox"/> None
Residence Address (No P.O. Boxes):	

**I hereby state under penalties of False Statement that the information contained in this report is accurate to the best of my knowledge.**

**Execution (Required - Subject to Penalty of False Statement)**

Date (mm/dd/yyyy):	/ /
Name of Signatory (Print or Type):	
Capacity / Title of Signatory (Must be a principal listed on this form):	
Signature:	

**Instructions for Completing:**  
Combined Certificate of Reinstatement and Annual Report Form  
Corporation - Stock and Non Stock  
(All Fields Must Be Completely Filled Out)

**Corporation Name and Legal Structure**

Please provide the exact name of the Corporation and its ALEI (Business ID), as it appears on the records of the Secretary of the State at **business.ct.gov**.

To verify: Go to **business.ct.gov** > All Business Services > Business Records Search

Both the Business name and Business ID must exactly match the record or the filing will be rejected. If the name is no longer available, please complete and file a Certificate of Amendment, along with the Certificate of Reinstatement, changing the name of the Corporation to an available name (please see Certificate of Amendment form for additional fee).

**Note:** The ALEI is not a state or federal tax ID number.

**NAICS Code**

A six-digit NAICS Code must be set forth in your annual report — it is now required by law.

The North American Industry Classification System (NAICS) was developed by the U.S. Government to classify each type of business/occupation/profession using a six-digit number. The data collected is then used to analyze the economy. The Secretary of the State uses the same NAICS code to collect data on Connecticut businesses as well.

**Note:** You may be able to determine the six-digit code by using a search engine such as Google. Just type "NAICS Code" and the type of business you conduct in the search box or call NAICS at 1-888-756-2427.

**Business Email Address**

Provide an email address for the business. The email address is now required and used by the Secretary of the State to send important notices.

**Business Location**

Provide the Principal Office Address in the block designated for "Principal Office Address" and a mailing address in the block designated "Business Mailing Address." Do **not** use "same as above."

**Principal Office Address**

Address must include street, town or city, state, and postal code. **Note: P.O. Box is NOT acceptable and will be rejected.**

**Business Mailing Address** Address to which correspondence is sent. Address must be entered in the space provided.

**Note:** P.O. Box is acceptable.

**Agent Information and Agent Acceptance for Process**

The Corporation cannot be its own agent. You must appoint an individual or entity (other than this entity) to accept legal process, notice, or demand served upon the Corporation.

The agent may be either an **Individual** or a **Business**:

1. Any **individual** who is a resident of Connecticut.

An individual must provide the complete street address of his or her business\* (if no business address, must check "None"), a Connecticut residence address, and (for domestic stock corporations only) a Connecticut mailing address.

The agent must sign accepting the appointment.

## Agent Information and Agent Acceptance for Process (Continued)

2. Any **Business** with one of the following business types, on record with this office, with a Connecticut address:
  - a. A Connecticut corporation, limited liability company, limited liability partnership, or statutory trust.
  - b. A foreign corporation, limited liability company, limited liability partnership, or statutory trust, which has obtained a certificate of authority to transact business in Connecticut.
  - c. The agent must sign accepting the appointment and the person signing on behalf of a business must print full name and title.

### Principal Information and Execution

Provide each officer's full name, title(s), residence address (required) and complete residence and business address (check "None" if no business address exists). Directors should also be set forth in the same manner. (If officer is also a director, add "director" to their title(s)).

### Name and Capacity / Title of Signatory

Both the name and title of the signatory must be printed or typed (electronic signatures accepted).

**Execution:** Person signing must be listed within the report form as an officer/director. The printed name and title must exactly match the full name and title as they are listed within the report.

### – How to Submit this Form –

#### Digital Filing (Strongly Recommended)

The fastest service is available through our "submit paper filing" option on-line. You may also choose expedited 24-hour service for an additional fee. **Note:** Be certain to have your document in PDF format and do **not** include the instruction pages.

1. Go to **business.ct.gov**. Log-in or create an account if you don't have one.
2. Choose "submit paper filing" from the left-hand navigation and select "start now" select "close or reinstate your business", and click "Next."
3. Filing Details: Select "Reinstatement" and then Select one of the following options:
  - If your business name is still available, choose "Reinstatement with Annual Report."
  - If your business name is **not** available, choose "Reinstatement with Annual Report and business name change."

**Note:** This rarely occurs - do not select unless your business name is not available.

#### Filing by Mail

All mail filings are treated as routine and no expedited service is available. If filing by mail, you must pay by check or money order.

Make all Checks Payable to the "**Secretary of the State**."

#### Mailing Address (U.S. Postal Service):

Business Services Division Connecticut  
Secretary of the State  
P.O. Box 150470  
Hartford, CT 06115-0470

#### Delivery Address (Fed Ex/UPS):

Business Services Division  
Connecticut Secretary of the State  
165 Capitol Avenue, Suite 1000  
Hartford, CT 06106