

30 MINUTE FILING PROCEDURES FOR ON-LINE REGISTERED AGENTS

As of October 1, 2009; on-line registered agents may offer a new 30-minute service to their customers. The fee for this premium service is \$1500 above the regular filing fees.

This service will not be advertised by the Division of Corporations and is exclusively offered through our network of online registered agents.

The 30 minute service offering (coded as priority “0” within the DCIS system) allows on-line agents to request that the Division process a filing request within a 30 minute time window on a “best efforts” basis. The Division will guarantee that 30-minute requests will move ahead of all other service requests in the queue. The Division will make every effort to complete the filing process in 30 minutes. However, the Division will not guarantee completion within 30 minutes. If we successfully meet the 30 minute timeline, the requestor will be assessed the \$1500 fee. If we do not meet the 30 minute timeline, the requestor will not pay the \$1500 fee and will only be responsible for and subject to established one hour fees and procedures. As is the policy with Priority “1” and “2” service, the clock stops if the document is suspended to the Franchise Tax Section and/or the Customer Service Section. For multiple part document filings, the timeframe is 30 minutes per document.

Cut off time for 30 minute service will be 9 P.M. Eastern Standard Time.

The 30-minute premium service is separate and distinct from and does not replace the Global Filing policy. The fee for Global Filings will remain at \$1000.

Please inform the Division of the pending arrival of the 30 minute filing by contacting an individual from one of the following areas:

- Cash Management Section - 739-3077 Ext.1898
- CSR Section - 739-3077 Ext. 1866
- Filing Section:
 1. John Celatka - 857-3429
 2. Sharon Chaney - 857-3418
 3. Amy Kervin - 857-4605
 4. April Wilson - 857-3421
 5. Tammy Hazzard – 857-3470
 6. Debra Murray - 857-3424
 7. Sandi Pisarski - 857-3417
- 4-12 Section - after 4 P.M. – 739-3077 Ext. 1867

The Division will accept all document types for 30-minute service with the exception of preclearances, banks and blanket filings. However, on-line agents are advised (and should advise their clients) that the likelihood of meeting the 30 minute filing timeframe will be greatly enhanced for documents that meet the following criteria:

- Document has been precleared with a clear letter (no errors).
- Document precleared is exact document submitted.
- Notation is made on memo regarding the fact the document was precleared.
- All Franchise Taxes and Annual Reports are paid and filed in advance.
- All entities are in good standing prior to submitting 30 minute filing(s) (excluding Renewals).
- The document does not exceed 50 pages.