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Governor

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State of Utah
Department of Commerce
Division of Corporations and Commercial Code

FRANCINE A. GIANI
Executive Director

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Director, Division of Corporations and Commercial Code

November 2, 2016

MEDIA ALERT

Utah businesses getting hit with misleading letters from “Utah Council for Corporations” asking for \$150.00 fee for annual records solicitation form

“Mailers asking for annual records fee hitting Utah business mailboxes statewide”

(For immediate release...)

SALT LAKE CITY, Utah - Francine A. Giani, Executive Director of the Utah Department of Commerce, announced today the Division of Corporations and Commercial Code and Division of Consumer Protection have received reports that misleading letters are being sent to Utah businesses instructing owners to pay \$150.00 for an annual records solicitation form to an entity with a government agency sounding name. The letter is addressed from a **“Utah Council for Corporations”** which does not exist in Utah and directs companies to a Salt Lake City address for payment. The mailer asks companies to update shareholders, directors and officers on a records form which is not sanctioned by the State of Utah.

“With Utah’s reputation as the best state for business, it is extremely concerning that a company would look to profit off those businesses who are supporting and growing our state economy,” stated Francine A. Giani, Executive Director.

The language in the letter, annual records solicitation form and on the printed payment envelope appears to be a government notice. State regulators warn companies may assume that by submitting these forms and payment that this document will be filed with the Division of Corporations and Commercial Code which is untrue.

“This mailer is disingenuous. The Division of Corporations and Commercial Code does not send out an annual records solicitation form. If business owners are confused, they should contact our Division directly,” advised Kathy Berg, Division Director.

While the **“Utah Council for Corporations”** may be offering an expensive nonessential service, most companies whether large or small can meet the annual filing requirements with the State of Utah on their own through nominal fees.

If a business has received this letter and has questions about their registration, they are asked to contact the Division of Corporations and Uniform Commercial Code at (801) 530-4849. For information about a business registration or annual filing requirements, log onto the Division's website at; www.corporations.utah.gov

If a business has sent money to the "Utah Council for Corporations" and would like to file a complaint with the Division of Consumer Protection, an online form is available here; www.consumerprotection.utah.gov

For media enquiries contact:

Jennifer Bolton

Public Information Officer

Utah Department of Commerce

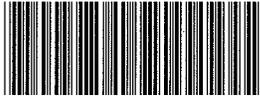
(801) 530-6646 office

(801) 652-8322 cell

Follow us on Twitter @UtahCommerce

2016 - ANNUAL RECORDS SOLICITATION FORM SHAREHOLDERS, DIRECTORS AND OFFICERS

(Utah Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.			
Key Code K473675891	Notice Date 10/12/2016	Corporation Number 4744150-0142	Incorporation Date 04/12/2000
Business Address			
		Please Respond By 11/04/2016	

Utah Council for Corporations, a private company, will prepare & provide, for a fee, corporate consent records in lieu of meeting minutes in accordance with the following provisions of Utah law:

UTAH CODE §16-10A-701: Annual meeting ... "A corporation shall hold a meeting of shareholders annually at a time stated in or fixed in accordance with the bylaws" UTAH CODE §16-10A-820: "The board of directors may hold regular or special meetings in or out of this state."

UTAH CODE §16-10A-1601: Corporate records ... "A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors ..."

Corporate consent records may also be prepared by corporate officers or other agents. UTAH COUNCIL FOR CORPORATIONS IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE. THIS DOES NOT FULFILL THE UTAH ANNUAL REPORT FILING REQUIREMENT.

Please complete this Annual Records Solicitation Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your payment for **\$150.00 payable to Utah Council for Corporations** in the enclosed envelope. If you have any questions, please email us at services@councilforcorps.com or call us at (888) 408-0886. Orders are shipped from our corporate offices at 5859 W. Saginaw Hwy. #343, Lansing, MI 48917.

Step 1. SHAREHOLDERS Enter the names of each stockholder.

Name	Name

Step 2. CORPORATE DIRECTORS Enter the names of all members of the Board of Directors.

Name	Name

Step 3. CORPORATE OFFICERS Enter the names & titles of all corporate officers.

Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title

Step 4. CONTACT PERSON Enter the name & email address of the contact person.

Contact Name	Contact Email	Contact Phone
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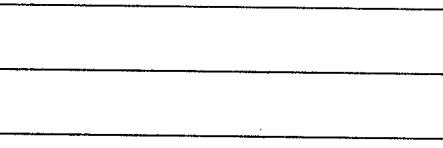
Step 5. Check appropriate payment method & fill out subitems.

<input type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED Please make your check payable to: Utah Council for Corporations 4760 South Highland Drive, #526 Salt Lake City, UT 84117-5149 1-888-408-0886	<input type="checkbox"/> CREDIT CARD (VISA & MASTERCARD ONLY) Enter Credit Card Number: □□□□ □□□□ □□□□ □□□□ Enter Expiration Date of Credit Card: □□ / □□
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Step 6. SIGNATURE I certify that I have read this document, understand its contents and authorize the charges.

Signature	Date
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Step 7. Return this entire completed form with payment in the enclosed return envelope.



Place stamp
Post Office
not delivered
without postage

UTAH COUNCIL FOR CORPORATIONS
4760 SOUTH HIGHLAND DRIVE, #526
SALT LAKE CITY, UT 84117-5149

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INSTRUCTIONS FOR COMPLETING THE ANNUAL RECORDS SOLICITATION FORM

(Utah Corporations)

Review the accuracy of the preprinted corporate name and address and make any changes necessary.

PLEASE PRINT CLEARLY.

- Step 1 Verify the name of each stockholder. You must account for 100% of the outstanding shares. Any changes may be indicated on reverse of the form.
- Step 2 Verify the name of all members of the Board of Directors. Members of the Board of Directors must be at least 18 years of age. Any changes may be indicated on reverse of the form.
- Step 3 Verify the title of an officer and the name and address of the officer. You must have at least one officer. Typical officers are Chief Executive Officer (CEO), President, Vice President, Secretary, Assistant Secretary, Chief Financial Officer (CFO), Treasurer, Chief Operations Officer (COO). In addition, list any other corporate officers. Any changes may be indicated on reverse of the form.
- Step 4 Verify the name, email address and phone number of the person to contact if we have any questions. Any changes may be indicated on reverse of the form.
- Step 5 Provide a valid payment method.
- Step 6 Sign the form to verify the validity of information provided and authorize your payment.
- Step 7 Return the entire completed form with payment.

Submit the Annual Records Solicitation Form together with the payment for preparation of documents to satisfy the annual corporate records for your corporation. **Submit a check for \$150.00 payable to Utah Council for Corporations and mail to:**

UTAH COUNCIL FOR CORPORATIONS
4760 South Highland Drive, #526
Salt Lake City, UT 84117-5149
(888) 408-0886

Completed documents will be mailed to you within four weeks. Have each shareholder and director sign the documents where indicated and keep them as permanent records.

Maintaining records is important to the existence of all corporations. Of particular importance are records of shareholders and director actions. You can engage an attorney to prepare the documents, prepare them yourself, use some other service company or use our service.

Please note: The preparation of annual corporate records does not satisfy the requirement to file the annual report required by Utah Revised Business Corporation Act §16-10a-1607. The annual report and instructions may be found online.