



STATE OF ALASKA  
DEPARTMENT OF  
**COMMERCE**  
COMMUNITY AND  
ECONOMIC DEVELOPMENT

Division of Corporations, Business and Professional Licensing

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Telephone: (907) 465-2550 Fax: (907) 465-2974  
Website [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ)

## THE ENTITY'S RESPONSIBILITY

(RETAIN FOR YOUR RECORDS)

For the entity to remain in compliance with Alaska Statutes the following is required:

- ✓ File the biennial report (biennial meaning every two years) and pay the biennial tax/fees:

For Profit Corporations, Professional Corporations, Limited Liability Companies and Limited Liability Partnerships: if the entity is created in an even-numbered year, the biennial report due date will be January 2<sup>nd</sup> of every even-numbered year. If the entity is created in an odd-numbered year, the biennial report due date will be January 2<sup>nd</sup> of every odd-numbered year. Biennial reports postmarked after February 1<sup>st</sup> incur a late penalty fee.

Non Profit Corporations, Cooperatives and Religious Corporations: if the entity is created in an even-numbered year, the biennial report due date will be July 2<sup>nd</sup> of every even-numbered year. If the entity is created in an odd-numbered year, the biennial report due date will be July 2<sup>nd</sup> of every odd-numbered year. Biennial reports postmarked after August 1<sup>st</sup> incur a late penalty fee.

For immediate processing file the biennial report online at: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ). Select Corporations, Online Filings, Biennial Report.

Failure to receive a notice from this office does not excuse the entity from this filing requirement. Failure to meet this requirement could result in involuntary dissolution or revocation of the entity's authority to transact business in the State of Alaska.

The biennial report filing requirement does not apply to Limited Partnerships.

- ✓ Notify this office of changes to the registered agent: if the entity changes the registered agent and/or registered agent address submit the *Statement of Change Registered Agent or Registered Agent Address* form # 08-615. Filing fee is \$25.00.
- ✓ Notify this office of changes to the officers/directors, members/managers or shareholders/owners: if the entity changes officers/directors, members/managers, or shareholders/owners owning 5% or more of the issued stock of the entity after the biennial report is filed, submit the applicable *Notice of Change* form. No filing fee is required.
- ✓ Notify this office of changes to the information set out in the articles: if the entity changes its name or makes changes to the information in the articles (excluding those changes mentioned above) submit the applicable *Amendment* form. Filing fee is \$25.00.

Additional information, forms, statutes and regulations can be found on our website at:  
[www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ)