

**MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH  
BUREAU OF COMMERCIAL SERVICES - CORPORATION DIVISION**

**PROFIT**

**MICHIGAN DOMESTIC CORPORATION INFORMATION UPDATE**

**Year \_\_\_\_\_**

|   |                   |
|---|-------------------|
| 1. Corporate Name   |                   |
| 2. IDENTIFICATION NUMBER  | 3. Resident Agent |
| 4a. Registered Office Address in Michigan - NO. STREET, CITY, ZIP (may not be a P.O. Box)           |                   |
| 4b. Mailing Address of Registered Office, if different than address in Item 4a. (may be a P.O. Box) |                   |
| 5. Describe the general nature and kind of business in which the corporation is engaged:            |                   |

| 6.   | NAME                 | BUSINESS OR RESIDENCE ADDRESS                            |
|--|----------------------|--|
| If<br>Different<br>than<br>President   | President (Required) |  |
|  | Secretary (Required) |  |
|  | Treasurer (Required) |  |
|  | Vice President       |  |
| If<br>Different<br>than<br>Officers  | Director             |  |
|  | Director             |  |
|  | Director             |  |
| <p><b>7. The filing fee is \$15.00. Please make your check or money order payable to the State of Michigan. This report must be filed on or before May 15 of year in which it is due. If submitted more than 4 1/2 months after original due date include \$50.00 late penalty fee. Fee increases to \$25 on October 1, 2003 through September 30, 2007. Total fee including penalty is \$75. Return this signed report with fee to:</b></p> <p align="center"> <b>Michigan Department of Labor &amp; Economic Growth<br/>Bureau of Commercial Services<br/>Corporation Division<br/>P.O. Box 30702<br/>Lansing, MI 48909-8202<br/>(517) 241-6470</b> </p> |                      |  |
| 8. Signature of an authorized officer or agent   | Title                | Date <span style="float: right;">Phone (Optional)</span> |

If more space is needed, additional pages may be included. Do not staple any items to the report.  
Professional Service Corporations must include a BCS/CD 314 - List of Shareholders.

BCS/CD-2500W (Rev. 09/03)

Authority: Section 911, Act 284, Public Acts of 1972

Completion: Mandatory

Penalty: Dissolution of Corporation

|   |   |
|---|---|
| NAME OF PERSON OR ORGANIZATION REMITTING FEES | PREPARER'S NAME AND BUSINESS TELEPHONE NUMBER |
|---|---|

## INFORMATION AND INSTRUCTIONS

### INSERT THE YEAR FOR WHICH THIS UPDATE IS BEING FILED.

1. Enter the name of your corporation.
2. Enter the six digit identification number assigned by the Bureau. [Check Corporation Division Database](#)
3. Enter the name of the corporation's resident agent. The agent must be individual person, or a Michigan corporation, or a foreign corporation authorized to transact business in Michigan. Note that a corporation cannot act as its own resident agent (do not insert your own corporation name in item 3).
- 4a. Enter the street address of the registered office in Michigan (this must be a Michigan address). The registered office is the physical location where the resident agent (in item 3) can be found for service of process.
- 4b. This section should only be completed if the corporation has a different mailing address from the street address set forth in section 4a (a post office box for example).
5. Enter a general description of the nature of the corporation's activities for the year of this update.
6. Enter names and addresses of the officers and directors as required by section 911 of the Business Corporation Act. Two or more offices may be held by the same person. Sections 531 and 501 of the Act require the corporation to have a President, Secretary, Treasurer, and a Board of Directors with at least one person on the Board. If the corporation has not yet commenced business and no officers or directors have been elected, insert the words "not yet elected". If there is a shareholder agreement pursuant to section 488 of the Act eliminating the board, insert the statement "no board pursuant to shareholder agreement."
7. The filing fee for the report is \$15.00. Make the remittance payable to the State of Michigan. If submitted more than 4 1/2 months after original due date include \$50.00 late penalty fee. **Filing fee increases to \$25 October 1, 2003 through September 30, 2007. The signed report should be mailed to the Corporation Division with the required fee.**
8. An authorized officer or agent must sign the report. Please indicate title and date of signature. A phone number is optional, but if a phone number is included, we try to contact by phone for any necessary corrections instead of returning the report. For Professional Service Corporations include BCS/CD 314, list of shareholders.

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.