Welcome to the Instructions on How to File Your Annual Registration

Georgia Secretary of State
Brian P. Kemp

ARCHIVES | CORPORATIONS | ELECTIONS | NEWS ROOM | PROFESSIONAL LICENSING BOARDS | SECURITIES | CAPITOL | search

Secretary of State Brian P. Kemp

About Brian Kemp

Georgia Election Results

View Results for February 5, 2013 Special & Runoff Elections

Secretary of State Online Services

- Search for a Corporation
- Renew Your Corporation Online
- File Your Corporation Online
- Search for a Professional Licensee
- Renew Your Professional License Online
- Submit an Initial License Application Online
- Register to Vote

My Voter Page
MVP — Check your registration status, absentee ballot status, and find your polling location

Cut the Red Tape
Share Your Ideas to Help Georgia Businesses

Zero-Based Budgeting
View the agency's Zero-Based Budget

Elections Advisory Council
Share Your Ideas to Help Strengthen Georgia Elections

Stop Voter Fraud
VOTE — Do Your Part to Help Ensure Secure and Fair Georgia Elections

Latest News

Secretary Kemp Certifies Special Runoff Elections in State Senate District 11 and House District 21

UPDATE: Over 3500 RNs With HOLDS On Their License Renewals Due to Unsubmitted Secure and Verifiable Documents

Secretary Kemp Reminds Georgians of Contractor Licensing Law and Potential Scams Following Recent Severe Weather

Secretary of State Contact Information

If you need assistance with a matter pertaining to the Secretary of State, please contact the appropriate division:

Professional Licensing Boards Division:	(478) 207-2440
Corporations Division:	(404) 656-2817
Elections Division:	(404) 656-2871
Archives Division:	(678) 364-3700
Press Office:	(404) 656-4269

Additional Secretary of State Contact Information

Secretary of State Brian Kemp
214 State Capitol
Atlanta, GA 30334
(404) 656-2881 (Capitol)

Sites of Interest

- Election Results & Statistics
- Employment
- Kennesaw State University Election Center
- Georgia Code
- Proposed Rules
- Great Seal / Document Certification
- Immigration Assistance Services
- National Association of Secretaries of State
- Georgia Voter ID
- Internships
- Georgia Athletic and Entertainment Commission
- First Stop Business Information Center
- Georgia Rules and Regulations
- Frequently Asked Questions
- Additional Sites of Interest
- Secretary of State Ethics Policy (PDF)

On the Georgia Secretary of State home page click on Corporations

Georgia Secretary of State
Brian P. Kemp

Archives • Corporations • Elections • News Room • Professional Licensure • Securities • State Capitol

CORPORATIONS DIVISION

Create or Change an Entity | Customer Information | Online Services | Business Resources and Information

- Create a New Entity
- Make Changes to an Existing Entity
- Re-instate an Entity
- Apply for a State Video Franchise Authority

rporations Site Availability

rations Division is currently upgrading the online filing & search features in an effort to provide both new and improved services to Georgia businesses. During the transition only limited online services are available via the below link.

https://cgov.sos.state.ga.us

Online Services FAQ - Please Read (PDF Format)

PLEASE NOTE: Current processing times are 12 – 15 business days.

Currently available online features include Initial Filings for domestic entities and Annual Registrations for all of the following entities:

- **For Profit Corporations**
- **Non-Profit Corporations**
- **Limited Liability Companies**
- **Limited Partnerships**
- **Professional Corporations**

Other currently available services include **Certificates of Existence and Name Reservations**.

Please visit soskb.sos.state.ga.us to search for historical items and access the pre-filled and printable annual registration for use via our mail-in option.

All services are still being offered via mail or in-person at our Atlanta, Macon, or Tifton offices.

If you need assistance navigating the new site or encounter technical errors with the currently available online features, please contact our support staff at 404-656-2817.

Secretary of State Kemp Alerts Georgia Corporations About Solicitations

Georgia corporations, limited liability companies and limited partnerships are formed by

2 MLK, Jr. Dr.
Suite 313, Floyd West Tower
Atlanta, GA 30334-1530
404.656.2817

Directions to the Corporations Division Offices

On the Corporations page click on the yellow button on the right called "Corporations Renewal"

Firefox | Georgia Secretary of State | Coporations ...

www.sos.ga.gov/corporations/ar_terms.htm

Most Visited | Getting Started | Free Hotmail | Connecting... | Suggested Sites | Web Slice Gallery | http://cgovga.sos.ga.g... | Bookmarks

Georgia Secretary of State
Brian P. Kemp

Archives • Corporations • Elections • News Room • Professional Licensure • Securities • State Capitol

Corporations Annual Registration Terms and Conditions

Welcome to the Corporations Division on-line filing system. Before Filing an Annual Registration on-line, you will need the following information::

Annual Registration for a Corporation (Profit, Non-profit, Professional Corporation, Professional Association)

- Control number for the corporation
- Name and address of the person filing the annual registration
- A valid email address
- Name and Address of the Registered Agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Mailing Address of the Principal Office
- Name and address of *each* officer (CEO, CFO, Secretary)
- A valid major Credit Card including the 3-digit security code from the signature panel on back and the expiration date (we accept MC, VISA, AMEX and Discover Cards) or a valid ACH account.

Annual Registration for a Limited Partnership (LP, LLP, LLLP)

- Control number for the partnership
- Name and address of the person filing the annual registration
- A valid email address
- Name and Address of the Registered Agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Mailing Address of the Principal Office
- A valid major Credit Card including the 3-digit security code from the signature panel on back and the expiration date (we accept MC, VISA, AMEX and Discover Cards) or a valid ACH account.

Annual Registration for a Limited Liability Company (LLC)

- Control number for the LLC
- Name and address of the person filing the annual registration
- A valid email address
- Name and Address of the Registered Agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Mailing Address of the Principal Office
- A valid major Credit Card including the 3-digit security code from the signature panel on back and the expiration date (we accept MC, VISA, AMEX and Discover Cards) or a valid ACH account.

Each business entity registered or filed with the Office of Secretary of State is required to file an annual registration. O.C.G.A. §§ 14-2-1622(a), 14-3-1622(a), 14-8-56(a), 14-9-206.5, and 14-11-1103. Before proceeding, please confirm whether your entity's registration is due for the current year. ***Fees paid for filing a registration are non-refundable***. Entity registrations are due by April 1st of each year, but may be filed as early as January 1st.

Filing the annual registration provides a current record of an entity's management structure, correct mailing address, and registered agent's name and address. In addition, entities that do not timely file annual registrations, together with all required fees, may be subject to administrative dissolution or revocation of their authorization to transact business in this State. O.C.G.A. §§ **14-2-1420, 14-3-1420, 14-3-1530,** 14-8-51 **and 14-11-708.**The annual registration process is also the primary vehicle used to update entity accounts; therefore, multiple registrations may be filed during the year. In fact, an entity may update its information as many times as it wishes throughout the year simply by filing another registration and paying the applicable filing fee. **Payment(s) made for annual registration filings this year will NOT be applied to next year's annual registration.** An entity must file an annual registration each year. Finally, it is extremely important that each entity verify its information prior to filing. ***Filing fees are non-refundable.*** Corrections can only be made by filing another annual registration. The Secretary of State does not have the statutory authority to rescind registration filings or refund fees once they have been submitted. Additionally, a person who signs a document he or she knows is false in any material respect with the intent that the document be delivered to the Secretary of State for filing shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed $500.00. O.C.G.A. § **14-2-129.**

Thank you for filing your annual registration with the Georgia Secretary of State. Should you be unable to process your filing via the website, you may choose to print the Annual Registration Form, complete it and mail it in. If you have any additional questions, please feel free to contact this office at 404-656-2817.

By clicking the Continue Button below you are agreeing to the above Terms & Conditions.

Please note that you can check your entity's renewal status by performing a "Corporations Search" from the Division's home page.

Click to Continue

After reviewing the information provided on the this screen, please click the "Click to Continue" button

Log On

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, click here.)

Log On

The Secretary of State Corporations Division is pleased to announce a new online portal to the businesses of Georgia. In addition to improved online services, the site upgrade will also feature a redesigned look and feel.

In addition to our current online services, by creating an online account in the new system, customers will be able to file Domestic Limited Partnerships, Foreign Corporations, Limited Liability Companies, and Limited Partnerships. User accounts will also allow online filing customers to save and edit filings, upload documents, and correct deficiencies.

The Corporations Division's website is being upgraded to a new platform. The migration of millions of historical records to the new system is currently taking place. As a result of this ongoing migration, historical information for certain entities on our new website may be incomplete, and customers may need to use our old search function to thoroughly search an entity's records for any historical information that has not yet been migrated. To search and review all historical information and filing data excluding any filings made during the 2013 calendar year, please visit http://soskb.sos.state.ga.us.

To log into the system and access our online services, including **corporation filings, annual registrations, name reservations, certfied copy orders, and view filed documents,** you will need a free cGov360 account. To create an account, use the following link:
Register for a cGov360 account.

Please enter search criteria below for entity searches.

Search

Search Criteria

Inquiry: Search

Search Type: Entity Name **Search Depth:** Exact Match Starts With Contains

Entity Status: Select...

Search Results

	Name	Control Number	Effective Date	Status	ModelType	Locale	Qualifier

4

You will need to have a Username and Password to continue with your online filing. If you need to create a username and password, please click on the link Register for a cGov360 account.

User Registration

Registration Information

Passwords are required to be a minimum of 7 characters in length.

Username | **Email**

Password | **Confirm Password**

First Name | **Last Name**

Address

Address Type US International

Line 1

Line 2

City **State** Select.. **Zip**

Register Cancel

Create your Username and Password, populating all information fields and click "Register" (please remember to record your username and password for future reference)

Log On

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, click here.)

Log On

The Secretary of State Corporations Division is pleased to announce a new online portal to the businesses of Georgia. In addition to improved online services, the site upgrade will also feature a redesigned look and feel.

In addition to our current online services, by creating an online account in the new system, customers will be able to file Domestic Limited Partnerships, Foreign Corporations, Limited Liability Companies, and Limited Partnerships. User accounts will also allow online filing customers to save and edit filings, upload documents, and correct deficiencies.

The Corporations Division's website is being upgraded to a new platform. The migration of millions of historical records to the new system is currently taking place. As a result of this ongoing migration, historical information for certain entities on our new website may be incomplete, and customers may need to use our old search function to thoroughly search an entity's records for any historical information that has not yet been migrated. To search and review all historical information and filing data excluding any filings made during the 2013 calendar year, please visit http://soskb.sos.state.ga.us.

To log into the system and access our online services, including **corporation filings, annual registrations, name reservations, certfied copy orders, and view filed documents,** you will need a free cGov360 account. To create an account, use the following link:
Register for a cGov360 account.

Please enter search criteria below for entity searches.

Search

Search Criteria

Inquiry: Search

Search Type: Entity Name **Search Depth:** Exact Match Starts With Contains

Entity Status: Select...

Search Results

	Name	Control Number	Effective Date	Status	ModelType	Locale	Qualifier

4

You may now enter your Username and Password, click "Log On"

Upon log in, you will be directed to the “Services Management” tab. Click the “Business Filings” tab.

Business Filings | Services Management | Approved Services | Business Filings Search

Business Filings Online Services

Domestic

Corporation
- Web For-Profit Corp Domestic
- Web Nonprofit Corp Domestic
- Web Corp Professional Domestic

Limited Liability Company
- Web LLC Domestic

Limited Partnership
- Web LP Domestic

None

Corporation
- Web For-Profit Corp Annual Registration
- Web Nonprofit Corp Annual Registration

Document Order
- Web Certified Copies
- Web Certificate of Existence

Limited Liability Company
- Web LLC Annual Registration

Limited Partnership
- Web LP Annual Registration

Name Reservation
- Web Name Reservation

Annual Registration
- Web LLP Annual Registration

On the right-hand column, click on the link representing the type of filing you wish to perform

FILING PROCEDURES FOR FILING A FOR-PROFIT ANNUAL REGISTRATION

Each business entity registered or filed with the Office of Secretary of State is required to file an annual registration. O.C.G.A. §§ 14-2-1622(a), 14-3-1622(a), 14-8-56(a), 14-9-206.5, and 14-11-1103. Before proceeding, please confirm whether your entity's annual registration is due for the current year. Fees paid for filing a registration are non-refundable. Entity annual registrations are due by April 1st of each year, but may be filed as early as January 1st.

Filing the annual registration provides a current record of an entity's management structure, correct mailing address, and registered agent's name and address. In addition, entities that do not timely file annual registrations, together with all required fees, may be subject to administrative dissolution or revocation of their authorization to transact business in this State. O.C.G.A. §§ 14-2-1420, 14-2-1530, 14-3-1420, 14-3-1530, 14-8-51, 14-11-603, and 14-11-708.

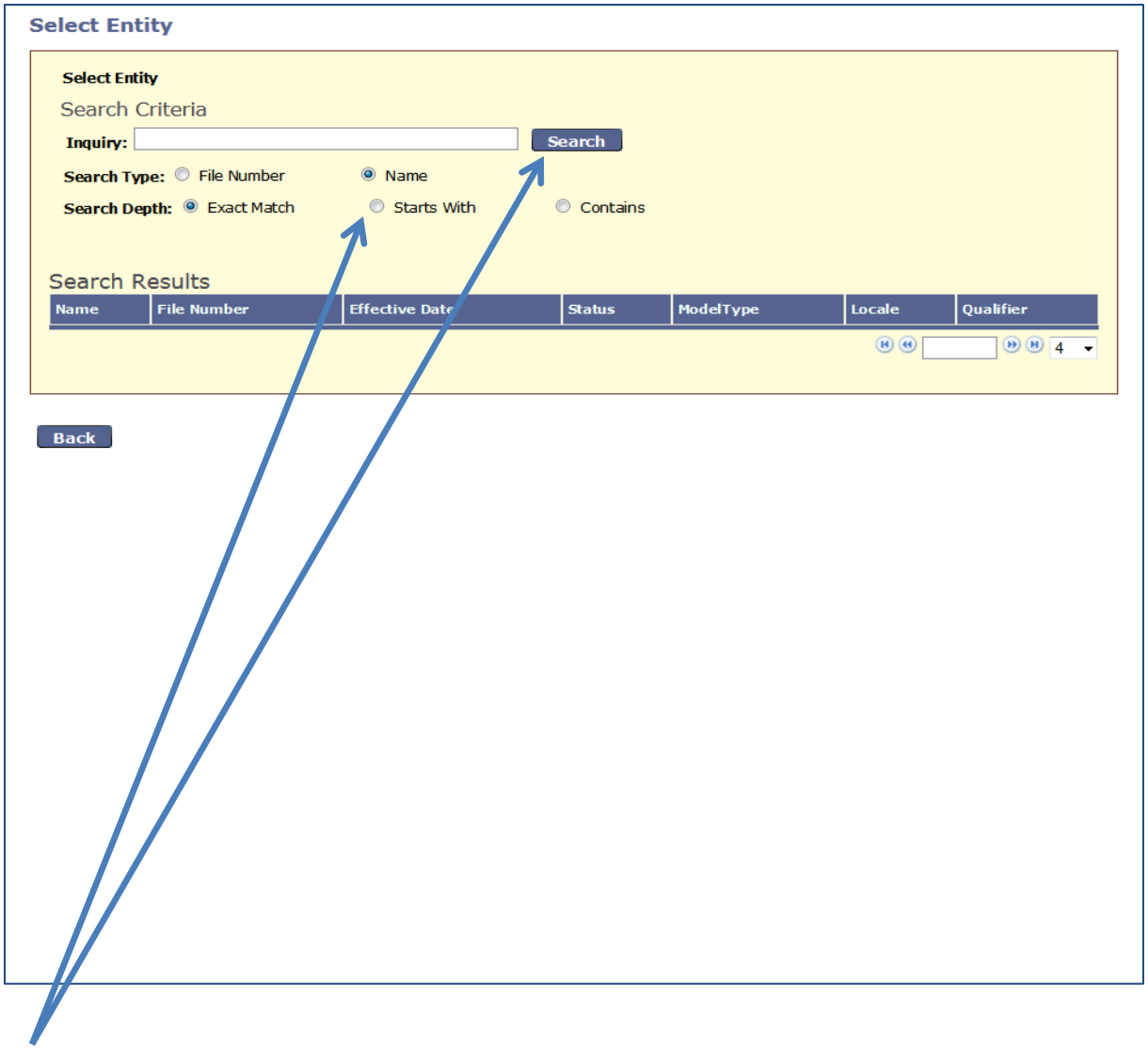
The annual registration process is also the primary vehicle used to update entity accounts; therefore, multiple annual registrations may be filed during the year. In fact, an entity may update its information as many times as it wishes throughout the year simply by filing another annual registration and paying the applicable filing fee. Payment(s) made for annual registration filings this year will NOT be applied to next year's annual registration. An entity must file an annual registration each year. Finally, it is extremely important that each entity verify its information prior to filing. Filing fees are non-refundable. Corrections can only be made by filing another annual registration. The Secretary of State does not have the statutory authority to rescind registration filings or refund fees once they have been submitted. Additionally, a person who signs a document he or she knows is false in any material respect with the intent that the document be delivered to the Secretary of State for filing shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed $500.00. O.C.G.A. §§ 14-2-129, 14-3-129.

Please note that you can check your entity's renewal status by performing a "Corporations Search" from the Division's home page.

By clicking the NEXT below you are agreeing to the above Terms & Conditions.

Next

The Filing Procedures page informs you of what information is required for this type of filing. Click the "Next" button when you have read this information



On the Entity page is where you search the database for your Entity Name or Control Number, if you do not have the complete name please note to re-set the radio button to Starts With

Select Entity

Search Criteria

Inquiry: ABC **Search**

Search Type: File Number Name

Search Depth: Exact Match Starts With Contains

Search Results

Name	File Number	Effective Date	Status	ModelType	Locale	Qualifier
ABCWORK@HOME LLC	12083013	10/18/2012	Active/Compliance	Limited Liability Company	Domestic	For-Profit
ABCS MANAGEMENT INC.	K630740	9/16/1996	Active/Compliance	Corporation	Domestic	For-Profit
ABCS LLC	0356872	9/29/2003	Admin. Dissolved	Limited Liability Company	Domestic	For-Profit
ABCS FOR CHANGE LLC	10061801	9/01/2010	Active/Noncompliance	Limited Liability Company	Domestic	For-Profit
ABCRENOVATIONSLLC UNK	12088958	11/09/2012	Active/Compliance	Limited Liability Company	Domestic	For-Profit
ABCREATIONS LLC	10000210	1/02/2010	Active/Noncompliance	Limited Liability Company	Domestic	For-Profit
ABCPAINTMEDICLLC UNK	08046410	6/11/2008	Active/Compliance	Limited Liability Company	Domestic	For-Profit
ABCORP LLC	07099055	12/07/2007	Active/Compliance	Limited Liability Company	Domestic	For-Profit
ABCOR AGENCY LLC	11068569	9/12/2011	Active/Noncompliance	Limited Liability Company	Domestic	For-Profit
ABCONSULTING INC.	K842343	11/19/1998	Active/Noncompliance	Corporation	Domestic	For-Profit
ABCONCEPTS INC.	K707737	2/18/1997	Active/Compliance	Corporation	Domestic	For-Profit
ABCON INC	0121410	5/04/2001	Admin. Dissolved	Corporation	Domestic	For-Profit

Select your entity from the search results by clicking on the underlined, blue name.

Index

Business Information

Model Type	Locale	Qualifier	Action
Corporation	Misc.	For-Profit	Annual Registration

Business Name ABCS MANAGEMENT
Business Suffix Inc.

Report Year

Report Year

Business Address

Complete Company Mailing Address

Address Type (•) US ( ) International

Select Address Type Principal Office

Line 1 1201 PEACHTREE ST

Line 2

City ATLANTA **State** Georgia **Zip** 30361

Registered Agent

Please ensure that your registered agent address is correct when filing your annual registration.

Is individual?: (•) Yes ( ) No

Name Registered Agent Email email@noemail.com

Complete Mailing Address

Address Type (•) US ( ) International

The Index page is where you can make changes to your entity information, Please note on this page you must populate the Report Year field and the county name from the drop down. (instructions continued on the next slide)

***Note the following for completing the Index section for filing your Business Information:**

Report Year: Enter current year in this field

Business Address: If the principle office address has changed, make the necessary updates here.

Registered Agent: Verify the accuracy of the Registered Agent information, and make any necessary changes to the Registered Agent name, address, and/or county in this section.

Signature Block

Signer

Contact Type	Name	Complete Mailing Address	Executing Officer?	
Signer	Last, Signer	12 MAIN CITY, GA 33333	Attorney-in-Fact	Edit Delete

Type: Individual Organization

Individual

First Name Middle Name

Last Name Suffix

Complete Mailing Address

US International

Line 1

Line 2

City **State** Georgia **Zip**

Email **Capacity** Attorney-in-Fact

Add Signer

Back Next Save and Exit

This screen will allow you to provide the signature for the document you are filing. Enter the name, address, and capacity of the signer in the provided fields. If there is more than one signer, you may click "Add Signer" to enter the additional information. Click "Next".

Validation

Signer

Contact Type	Name	Complete Mailing Address	Executing Officer?
Signer	Last, Signer	12 MAIN CITY, GA 33333	Attorney-in-Fact

Business Information

Model Type	Locale	Qualifier	Action
Corporation	Misc.	For-Profit	Annual Registration

Business Name ABCS MANAGEMENT
Business Suffix

Report Year

Report Year 2013

Business Address

PRINCIPAL
1201 PEACHTREE STREET
ATLANTA, GA 30361

Registered Agent

Please ensure that your registered agent address is correct when filing your annual registration.

Name Registered Agent
Email email@noemail.com

Complete Mailing Address

12 MAIN ST

Back | Next | Save and Exit

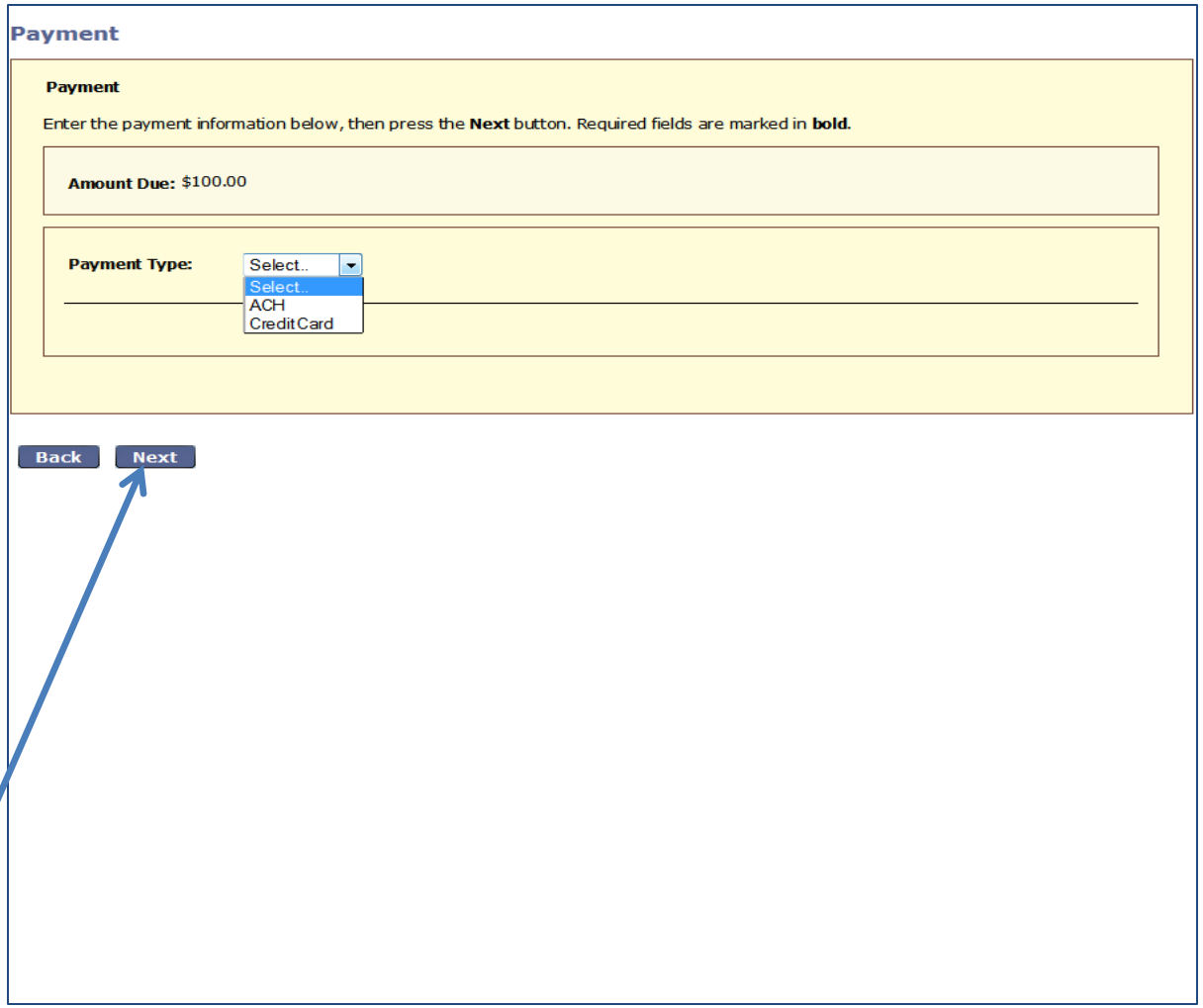
The Validation page allows you to review the information you have entered. Please review and scroll to the bottom of the page and click next once approved. More instructions are available on the next slide.

***Note the following for completion of the Validation Screen:**

<u>Validation</u>:
The Validation page allows you to review the information you have entered. Please review and scroll to the bottom of the page.

If you find you need to make a correction or change, click the “Back” button at the bottom of the page. Continue to click “Back” until you reach the screen where you can make the necessary changes. Then click the “Next” button until you reach the Validation page again.

When you information is entered as intended, click the “Next” at the bottom of the “Validation Page” to enter the payment process.



This page will show you the amount due and provide the Payment Type options. Click "Next".

Payment

Payment

Enter the payment information below, then press the **Next** button. Required fields are marked in **bold**.

Amount Due: $100.00

Payment Type: Credit Card

Name on Card: (As it appears on the card)

Billing Address:

Line 2:

City, State, Zip(+4): Select.. +4 optional

Daytime Telephone:

Credit Card Type: Select..

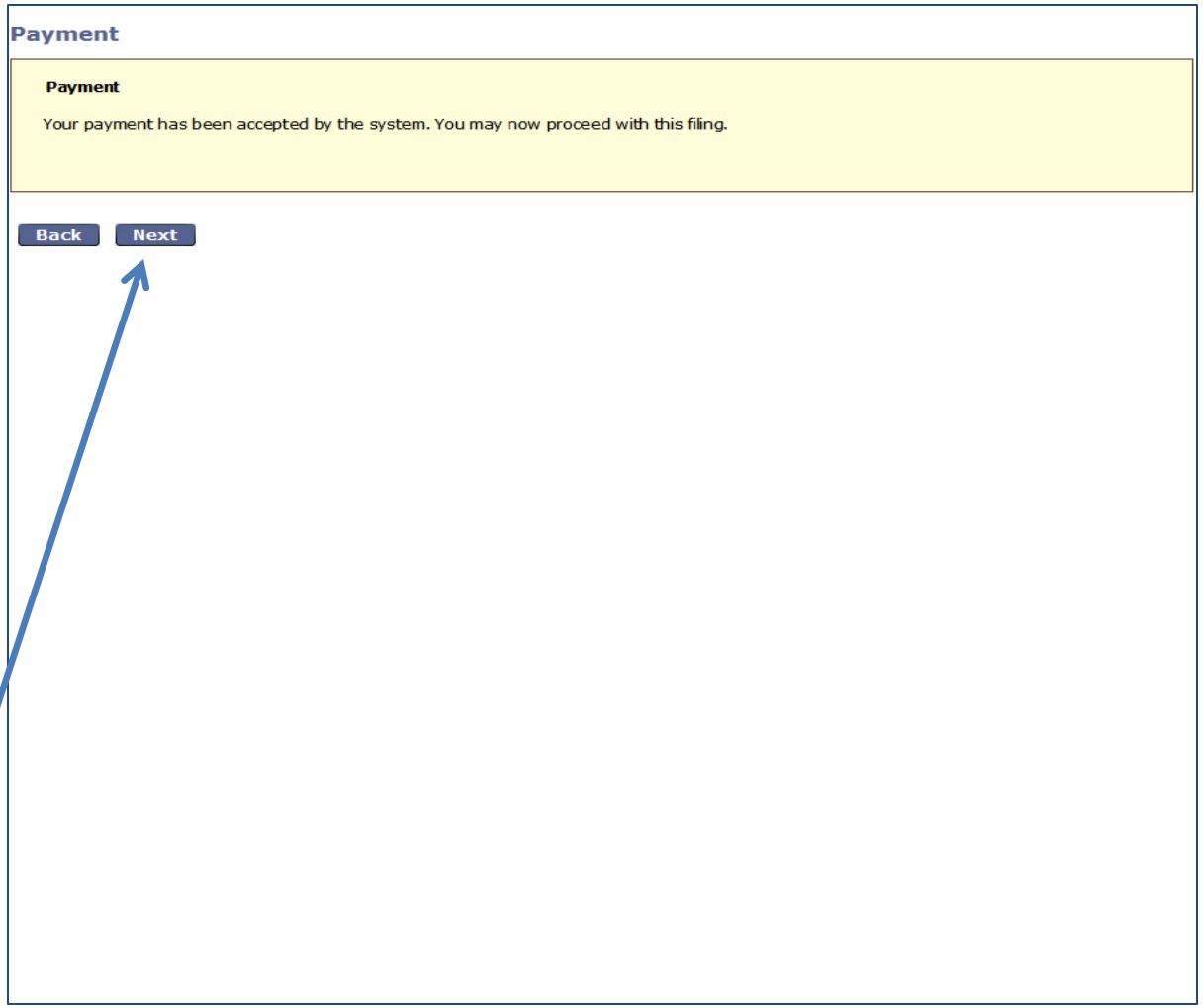
Credit Card No: (Ex: 1111222233334444)

Expiration Date: Select.. / Select..

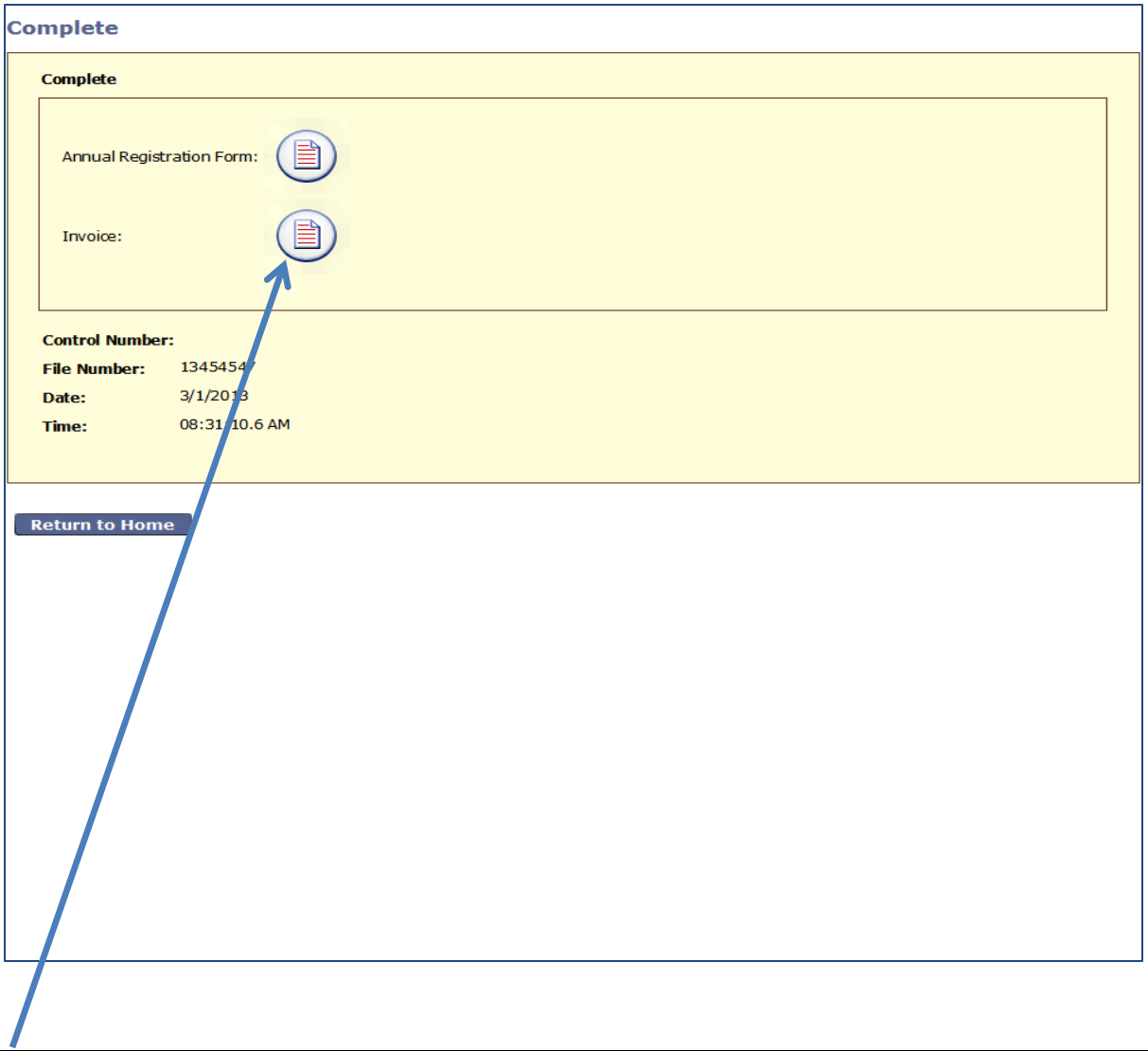
Credit Card Verification No: The Card Verification Number (CVV) is the last 3 digits on the Signature Panel on the back of the card.

Back Next

Enter the payment information and click "Next".



Once your payment is accepted, you may click “Next” to continue with your filing.



Your annual registration is now complete. You may click on the links above to view and print your Annual Registration and/or your Invoice copy