



ARIZONA REGISTRAR OF CONTRACTORS



Douglas A. Ducey, Governor

Jeff Fleetham, Director

FOR IMMEDIATE RELEASE
Wednesday, May 25, 2016

CONTACT:
Jim Knupp, Public Information Officer
602.771.6710

Licensed Contractor Receives Bogus Compliance Notice

PHOENIX, Ariz., (May 25, 2016) – The Arizona Registrar of Contractors is warning the public of letters being sent to Arizona-based corporations advising of “Annual Minutes Compliance Notice.”

On Tues., May 24, 2016, a licensed contracting company contacted the Registrar’s Office after receiving a suspicious letter in the mail.

In researching the solicitation, the ROC found that in early-April, the Arizona Corporation Commission warned of similar solicitations from a company called "Compliance Filings Service" being sent to Arizona companies.

According to ACC’s [website](#), the solicitation is not from them and they advise there is no statutory requirement that "annual minutes" be filed with the Arizona Corporation Commission.

According to the Commission, "Compliance Filings Service" is not affiliated with the Arizona Corporation Commission in any way and suggests that if you have any questions about your corporation's record to please call their Customer Service Call Center at 602-542-3026.

(An example of the mailing may be found below.)

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(Redacted Example of Mailing)



COMPLIANCE FILINGS SERVICE ANNUAL MINUTES COMPLIANCE NOTICE

Entity File No.: [REDACTED]
CFS File No. [REDACTED]

[REDACTED] *****AUTO**3-DIGIT 857
[REDACTED] 27-6878
TUCSON AZ 85741 [REDACTED]
[Barcode]

**PLEASE RETURN BY 5/31/16 TO ALLOW
ADEQUATE PROCESSING TIME FOR YOUR
DOCUMENTS**

Arizona Law Annual Minutes Requirements. Arizona Revised Statutes Title 10 sections 701 and 1601 Et. Seq. require non-exempt Arizona corporations to keep minutes of member, director and director committee proceedings.

Consequence of Non-Compliance. Failure to comply with these Statutes is a factor courts may consider that can result in personal liability of corporation members for corporation debts and obligations without limit to amount as a result of alter ego liability.

Complete and return the form below so that CFS can prepare the documents to meet the terms of the corporate record requirements of Arizona Revised Statutes Title 10 sections 701 & 1601 Et. Seq.

Make Your Check for \$150.00 Payable to CFS. It is important we receive your response by 5/31/16 to ensure the timely preparation of your Annual Minutes. You should receive your Certificate of Minutes within 3 weeks of sending your form.

(602) 492-9340 * Return this form with your check and mail to us in the enclosed envelope.*

BUSINESS INFORMATION		(COMPLETE/MAKE CHANGES WHERE NECESSARY (PRINT OR TYPE))		
Business Name & Principal Office Street Address [REDACTED]		City TUCSON	State AZ	Zip Code 85741 [REDACTED]
Person To Contact	Telephone (With Area Code)	Fax (With Area Code)		
E-mail	() - -	() - -		
OFFICERS – NAMES OF ALL OFFICERS, INCLUDING OFFICERS WHO ARE DIRECTORS		DIRECTORS – NAMES OF ALL DIRECTORS, INCLUDING DIRECTORS WHO ARE OFFICERS		
PRESIDENT / CEO (Required Position)		DIRECTOR #1 NAME (Required Position)		
VICE-PRESIDENT (Optional Position)		DIRECTOR #2 NAME (Required if there are 2 Shareholders)		
SECRETARY (Required Position)		DIRECTOR #3 NAME (Required if 3 or more Shareholders)		
TREASURER / CFO (Required Position)		DIRECTOR #4 NAME (Optional Position)		
 M358335		DIRECTOR #5 NAME (Optional Position)		
PLEASE RETURN BY 5/31/16 TO ALLOW ADEQUATE PROCESSING TIME FOR YOUR DOCUMENTS		DIRECTOR #6 NAME (Optional Position)		
AMOUNT ENCLOSED \$150.00		DIRECTOR #7 NAME (Optional Position)		
If additional space is needed for director names, please attach a separate sheet of paper.		DIRECTOR #8 NAME (Optional Position)		

THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY ANY GOVERNMENTAL AGENCY, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE GOVERNMENT.

PLEASE RETURN NO LATER THAN 5/31/16 TO ENSURE TIME FOR PROCESSING OF YOUR DOCUMENT.
COMPLIANCE FILINGS SERVICE, 2942 N. 24th Street Suite #114363 Phoenix AZ, 85016 (602) 492-9340