

DOWNLOAD PDF FILING AND RETRIEVING DOCUMENTS FROM THE DIVISION OF COMMERCIAL RECORDING.

Chapter 1 : Division of Revenue - NJBGS - BUSINESS SERVICES (Commercial Recording)"

The Commercial Recording Division files and maintains legally required records showing the formation of and fundamental changes to corporations, limited liability companies, limited liability partnerships, limited partnerships and other businesses.

Heather, British Species Advantages: It enables files to be read and accessed quickly and is also readily expandable. By the same token, common names do not occur evenly throughout the alphabet. There are, for instance, more names beginning with S than with Q. As an alpha file grows - say to hundreds or thousands of names - identification and locations become more cumbersome. Items within a named file require some additional system of classification - letters to an account client may need to be numbered or filed chronologically, making cross-referencing laborious. Numerical Filing Numerical filing refers to all systems in which documents are prenumbered to distinguish them from each other or from alpha documents. Numerical systems can be as simple as numbering and filing from the lowest number to the highest. Files may be numbered from 1 to and major sections may occur at regular intervals , , Sub -sections within a file may be introduced by the addition of a decimal point: The greatest benefit of a numeric system is speed of filing and finding. It is twice as fast to file and find by number than by name. Numeric systems provide both a positive identification of the record and a degree of confidentiality. This system is capable of infinite expansions and can cope with a very large number of sub-sections, sub-divisions and diverging branches of data. In order for the numbers to convey readily what they mean, it is necessary for an index to be created, eg: Geographic Geographic filing systems operate generally by county or country and then alphabetically or numerically by account name or number. Reasons for this type of filing can be several. Since countries have differing laws and licenses, a commercial enterprise may have to consider these constraints as of primary importance. Subject Filing This is the arranging of material by given subject. It is filing by descriptive feature instead of by name or number. Such filing involves choosing a word or phrase to stand for each subject or to point out one phase of it. A subject folder may contain any combination of correspondence, bulletins, clippings, pictures, statistics, trade journals and other printed information relating to the subject. Subject filing is considered the most difficult of all methods of filing. It is a system which demands that the person installing such a system has a complete knowledge of the business. The greatest problem is knowing under which subject an item will be filed. Because a subject file is expensive to maintain, subject filing should be used only where necessary. Chronologic Filing Chronologic filing is filing by date. Particularly useful when actions need to be taken on a cyclical basis - like relicensing cars annually, good for cross-referencing - file on vehicle and relicensing date records can be quickly matched. This systems requires an index and explanatory back-up system. It is time-consuming to access data held in a manual filing system. Tightly packed files slow filing and finding to a crawl. Index Guide All active files should have a guide every 10 to 15 folders. Anything less means you are wasting time pushing and pulling folders back and forth, looking for the required record. Folder Tabs Folder tabs should be visible immediately upon opening the file. A well-run file must have folders of uniform size and tab styles. Mixing folder heights and tab positions can reduce the efficiency of a filing system. Folder Tab Identification Identification on the tabs should be typewritten. Handwritten labels or labels with the names crossed out and re-typed should never be permitted. If more files are placed in a folder than it can hold, the tab will slump down and out of sight. Noting Files In Use A file borrowed without a record of who has it, when it was removed from the filing system etc, is a file lost! Maintaining Security Some files will certainly contain highly confidential data; make sure you control who may access what and keep a secure system for sensitive files.

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Chapter 2 : Business Services

The Division of Corporations will accept written requests for copies of documents by fax. Fees for written requests received by fax must be paid using your credit card/debit card. To pay for a fee using your credit card/debit card, simply complete and sign the Credit Card/Debit Card Authorization Form (KB PDF Form, 1 page) and submit it to.

This requirement applies to profit and non-profit corporations, limited partnerships, limited liability partnerships and limited liability companies. Sole proprietorships and general partnerships are not subject to this requirement but will still need to register the business name with the clerk of the county where the business is located. Also, general partnerships may opt to file their partnership agreements with the Division of Revenue. As with all businesses, sole proprietorships and partnerships will also be subject to registration for tax and employer responsibilities. Information about the Filing Process Online Filing To form a business entity in New Jersey or obtain authorization to conduct business in this State, you must file with the Division of Revenue. This may be done online. Name Availability Before filing the organizational documents in this state, you must determine if the business name is available. Name availability checks are done automatically as part of the online filing process. For online filings, the Certificate of Good Standing from the home state must be faxed to New Jersey at If the foreign business is filing using a "dba" name , it will be unable to file online and must submit the registration by paper. The online system will automatically determine which filing template applies based on the structure you select. Two general information items that apply to all entity types are the registered agent and registered office address. The registered agent serves as the point of contact for official notices sent to the business, and the registered office address is the required mailing address for the registered agent. The registered agent may be any individual, over eighteen years of age, who agrees to serve as agent, or any business in good standing with the State of New Jersey that agrees to serve as agent. Only one name may be listed for the registered agent. You will need to provide a New Jersey street address for the registered office. With regard to signatures, the business structure will determine who must sign the filing. The signature requirements are as follows: When filing online, the name of the incorporator will be used for signatory purposes. The name of the business entity being formed or authorized may not be used as an incorporator.

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Chapter 3 : File Certificates of Business Formation

Through the Division of Revenue, the Treasurer administers a wide variety of public records services ranging from corporate filing to Uniform Commercial Code filing and debtor searching. Online access to public information is provided through the Business Gateway Registry Services page.

What is a UCC? The Code provides a uniform and easily available set of rules for the conduct of commercial transactions responsive to modern business conditions and needs. In short, the purpose was to simplify, clarify and modernize the laws governing commercial transactions; to make uniform the law among the various jurisdictions, and to permit the continued expansion of commercial practices through custom, usage, and agreement of the parties involved. Typically, you would not file a UCC unless you were engaged in some form of commercial transaction that involved a debtor and a secured party. A common exception is a transaction that pertains to a cooperative interest. As an individual involved in a cooperative interest purchase, it is common practice for the secured party lender to file a UCC Financing Statement to protect their interest. How do I file a UCC statement? If you were to file a UCC, your first step would be to decide where to file. This should assist you in deciding on where to file. TIFF Images will be loaded to the UCC data subscription website 5 business days after the file date and will be available for download for 30 days. The files can be downloaded individually or in a zipped file. What are the basic UCC fees? Fees should be made payable to the "Department of State. Does the Uniform Commercial Code Division accept payment by credit card? Search requests and documents submitted for filing may be paid by credit card. To pay for a fee by using your credit card, simply complete and sign the Credit Card Authorization Form and submit it to the Uniform Commercial Code Division with your request. You may fax a document submitted for filing to the Uniform Commercial Code Division at Please note that all filing acknowledgment letters and search results will be returned by first class mail by the United States Postal Service. You may request that your filing acknowledgment letter or other document be returned to you by overnight delivery service, by including your account number with the service provider or including a request to charge your credit card with the shipper for these charges. The Uniform Commercial Code Division usually processes documents submitted for filing on a regular basis within 24 to 48 hours. Processing of your document begins when the document or other service request is received by the appropriate unit of the Uniform Commercial Code Division. The Uniform Commercial Code Division also offers expedited processing of documents. The fee for expedited processing is separate from the fee to file the document or other service requested. Do I have to pay additional fees for real estate information? Please check with the filing office prior to submitting your filing. Did the UCC forms change? Yes, the UCC forms have been changed to comply with Article 9. All previously approved forms that do not comply with Article 9 cannot be used. This includes those that had been previously approved by the Secretary of State. You can download the approved forms from this site. How long is my financing statement effective? The filing period of an initial financing statement is 5 years. If a continuation is not filed, the initial financing statement will lapse 5 years from the original filing date. A continuation extends the filing period 5 additional years from the original filing date. A continuation may be filed up to 6 months prior to the lapse date of the initial financing statement. There are four exceptions to the initial filing period of 5 years. Manufactured-Home Transaction - effective 30 years Public-Finance Transaction - effective 30 years Cooperative Filing - effective 5 years Transmitting Utility - effective until terminated What is the mailing address, telephone and fax number?

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Chapter 4 : Division of Revenue - Corporate Filing

The types of filings involved in the program include initial formation documents and various amendatory filings, as well as annual reporting for specific business types. Corporate Filing Unit administers all core filing types.

You can also use **geauxBIZ** to produce a list of possible federal, state and local licenses and permits required for your business, to reserve your new business name, and to complete your new business filing. All expedite fees are in addition to the required filing fee. The forms furnished by the Secretary of State, and the publications which are compiled by the Secretary of State are available. Documents may be delivered for processing on a non-expedited basis. The customer may leave a mailing address or a telephone number for notification when processing is complete. Please try to arrive by 4 p. The original document must comply with the appropriate statutes, including signature requirements. A cover sheet or letter must be included containing the name and contact person, their phone number, the mailing address, and special instructions, if any. Fax filings for business entities should specify whether expedited handling is requested. The following fax number can be used for transmitting Business organization filings

Expedited Filing

The Secretary of State expedites the filing of business organization documents as well as the issuance of certified copies and certificates relating to those documents. Expedited service means that the documents are processed before other documents received the same day. The document must meet all requirements: Before submitting articles of incorporation, articles of organization and trade names, a preliminary check of the name is advisable. Preliminary checks may be made by phone by calling Box , Baton Rouge, LA The name may be reserved for a period of 60 days. Two 30 day extensions are available upon request. Name Availability

Corporate, limited liability company, trade names, trademarks and service marks must be checked for availability.

A preliminary check may be made by phone at If you are reserving a trade mark or service mark, they must be reserved under a class number. The class numbers are listed on the back of the reservation application. In addition to checking names by various spellings Cajun vs. Kajun , names are checked phonetically excellent vs. Partnership names do not conflict and are not considered when checking name availability for the above listed entities. Trademarks and service marks are only conflicted with other trademarks and service marks registered in the same class. The names of revoked Louisiana corporations and limited liability companies are not available for a three year period after the date of revocation.

Louisiana Business Corporations

The name shall not imply that the corporation is an administrative agency of any parish or of this state or of the United States. The following are words which are prohibited from use in Louisiana business corporate names, except for bank holding companies: No corporation shall use the word insurance in its name except for an independent insurance agency or brokerage. Written waivers from two state boards are required for use of certain words in corporate names. In order to include the form of the words "bank" or "trust," a waiver must be obtained from the Office of Financial Institutions, P. Box , Baton Rouge, LA ,

Louisiana Nonprofit Corporations

The corporate name shall not imply that the corporation is an administrative agency of any parish or of this state or of the United States. It shall not contain any of the following words: If you are forming a nonprofit corporation and intend to apply to the Internal Revenue Service for tax exempt status, additional information will be required in the articles of incorporation.

Louisiana Limited Liability Companies

The name shall not imply that the corporation is an administrative agency of any parish or of this state or of the United States. The LLC name shall not contain any word or phrase which indicates or implies that it is organized for any purpose not lawful for a limited liability company or contrary to its articles of organization. A limited liability company shall not be formed for the purpose of banking or insurance underwriting in all of their several forms or for the purpose of operating homesteads or building and loan associations.

Conversion of Business Entities

Business corporations, limited liability companies and general and limited partnerships can convert to another type of business entity by filing a conversion application with the Secretary of State. The requirements of the application vary according to the type of organizational form of the converted entity. A thorough reading of

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the statute is suggested Louisiana R. Collection Agency Registration Collection agencies that do business in Louisiana are registered with the Secretary of State. Trade Names, Trademarks and Service Marks The laws governing registration of trade names, trademarks and service marks are extensive. Louisiana Professional Corporations A business corporation may be formed in compliance with the laws governing several types of professions. The professional corporations generally are limited to their particular type of business, and may hold property for investment or in connection with their practice. The following professional corporations must contain the full or last name or names of one or more voting shareholders, former voting shareholders or members of a predecessor firm: The following professional corporation names may comply with the above, or may consist of any name approved by the Secretary of State:

Chapter 5 : Commercial Recording Divisions Forms

If you experience any difficulty downloading forms, or if you have any questions or suggestions, please e-mail the Commercial Recording Division (and include a mailing address and/or fax number for return information we cannot provide electronically).

Chapter 6 : PART 5 - COURT DOCUMENTS - Civil Procedure Rules

The Uniform Commercial Code Division usually processes documents submitted for filing on a regular basis within 24 to 48 hours. Processing of your document begins when the document or other service request is received by the appropriate unit of the Uniform Commercial Code Division.

Chapter 7 : Uniform Commercial Code Corporations Frequently Asked Questions, NYS Dept. of State

All commercial recording FAX filings and telephone status reports are considered expedited service. There is an extra per transaction fee of \$ for expedited requests. This is a surcharge added to the base fee charged for regular work requests.

Chapter 8 : Uniform Commercial Code - Division of Corporations - State of Delaware

FILE CERTIFICATES of BUSINESS FORMATION. Most businesses formed in New Jersey and foreign (non-New Jersey) entities seeking authorization to do business in this state must file organizational documents with the State of New Jersey.

Chapter 9 : Records and Archives | Eastern District of Texas | United States District Court

Tax Description Current Tax Rate; Deed Recordation Tax: The recording of all deeds to real estate in the District. The basis of the tax is the value of consideration given for the property.