

Chris Hladick

Commissioner

P.O. Box 110800  
Juneau, AK 99811-0800

[www.commerce.alaska.gov](http://www.commerce.alaska.gov)



## Press Release

FOR IMMEDIATE RELEASE

COMMISSIONER'S OFFICE

No. 16-020

Contact: Janey Hovenden  
Director, Division Corporations, Business & Professional Licensing  
(907) 465-2538  
[janey.hovenden@alaska.gov](mailto:janey.hovenden@alaska.gov)

### **Deceptive Solicitation Issued by "Alaska Council for Corporations"**

November 3, 2016 JUNEAU – The Division of Corporations, Business and Professional Licensing has received reports of an entity identifying itself as "Alaska Council for Corporations," with an address in Ketchikan, Alaska, is mailing solicitations entitled "2016 Annual Solicitation Form" to Alaskan businesses.

The solicitation quotes, out of context, portions of the Alaska Statutes in its efforts to request both money and information from Alaskan businesses. Although the solicitation contains a statement that Alaska Council for Corporations is not a government agency, and does not provide services on behalf of any government agency, businesses may misinterpret the official-looking document.

Alaska businesses are not required to do business with or to share information or submit any payment to the business entity representing itself as "Alaska Council for Corporations."

Businesses are encouraged to be diligent and familiar with statutory requirements with this division. For more information visit the division's website [www.Corporations.Alaska.Gov](http://www.Corporations.Alaska.Gov) and click The Entity's Responsibilities.

Any official State correspondence, statement or request from the Division of Corporations, Business and Professional Licensing (CBPL) will clearly indicate State of Alaska origin by displaying the official state seal and Governor Bill Walker's name in the document header. For more information regarding deceptive solicitations and scams, visit the division's website at [www.Corporations.Alaska.Gov](http://www.Corporations.Alaska.Gov).

If you believe you have been the victim of an unfair or deceptive act, or if you want to report a practice that you think is unfair or deceptive, please contact the Alaska Department of Law Consumer Protection Unit at 907-269-5200, or toll free outside of Anchorage at 1-888-576-2529. You can download a standard complaint form on the unit's website at [www.law.alaska.gov/department/civil/consumer/cp\\_complaint.html](http://www.law.alaska.gov/department/civil/consumer/cp_complaint.html).

The Division of Corporations, Business & Professional Licensing, along with the Division of Banking & Securities, the Division of Insurance, the Alcoholic Beverage Control Board, and the Regulatory Commission of Alaska, is tasked with protecting consumers in Alaska. For information about the division, please visit [www.commerce.alaska.gov/web/cbpl](http://www.commerce.alaska.gov/web/cbpl). For additional information about the Department of Commerce, Community and Economic Development and its other agencies, please visit [www.commerce.alaska.gov/web/](http://www.commerce.alaska.gov/web/).

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# 2016 - ANNUAL RECORDS SOLICITATION FORM SHAREHOLDERS, DIRECTORS AND OFFICERS

(Alaska Corporations)

<b>IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.</b>			
Key Code K475357603	Notice Date 10/05/2016	Corporation Number	Incorporation Date 03/24/1997
Business Address		<p style="color: #A52A2A; font-weight: bold; font-size: 1.2em;">Notice from State of Alaska: you are not required to respond to this solicitation.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold; margin-top: 10px;">                 Please Respond By 10/28/2016             </div>
<div style="font-size: 4em; font-weight: bold; letter-spacing: 0.5em;">EXAMPLE</div>			

Alaska Council for Corporations, a private company, will prepare & provide, for a fee, corporate consent records in lieu of meeting minutes in accordance with the following provisions of Alaska law:

ALASKA STATUTE §10.06.430: Corporate records ... "A corporation organized under this chapter shall keep correct and complete books and records of account, minutes of proceedings of its shareholders, board, and committees of the board ..."

ALASKA STATUTE §10.06.405: Annual meeting ... "Meetings of shareholders shall be held at a place inside or outside this state as provided in the bylaws."

ALASKA STATUTE §10.06.470: "A regular or special meeting of the board or a committee of the board may be called by the chairman of the board, the president, a vice-president, the secretary, or a director and may be held at any place inside or outside this state."

Corporate consent records may also be prepared by corporate officers or other agents. ALASKA COUNCIL FOR CORPORATIONS IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE. THIS DOES NOT FULFILL THE ALASKA BIENNIAL REPORT FILING REQUIREMENT.

Please complete this Annual Records Solicitation Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your payment for **\$150.00 payable to Alaska Council for Corporations** in the enclosed envelope. If you have any questions, please email us at [services@councilforcorps.com](mailto:services@councilforcorps.com) or call us at (888) 408-0886.

<b>Step 1. SHAREHOLDERS</b> Enter the names of each stockholder.	
Name <i>Notice from State of Alaska: to meet statutory requirements to report shareholder information file the entity's Biennial Report. For more information go to <a href="http://www.Corporations.Alaska.Gov">www.Corporations.Alaska.Gov</a>.</i>	Name
Name	Name
Name	Name
Name	Name

<b>Step 2. CORPORATE DIRECTORS</b> Enter the names of all members of the Board of Directors.	
Name <i>Notice from State of Alaska: to meet statutory requirements to report directors information file the entity's Biennial Report. For more information go to <a href="http://www.Corporations.Alaska.Gov">www.Corporations.Alaska.Gov</a>.</i>	Name
Name	Name
Name	Name
Name	Name

<b>Step 3. CORPORATE OFFICERS</b> Enter the names & titles of all corporate officers.		
Name <i>Notice from State of Alaska: to meet statutory requirements to report officers information file the entity's Biennial Report. For more information go to <a href="http://www.Corporations.Alaska.Gov">www.Corporations.Alaska.Gov</a>.</i>	Title	Name
Name	Title	Name
Name	Title	Name
Name	Title	Name

<b>Step 4. CONTACT PERSON</b> Enter the name & email address of the contact person.		
Contact Name	Contact Email	Contact Phone

<b>Step 5.</b> Check appropriate payment method & fill out subitems.	
<input type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED  Please make your check payable to: Alaska Council for Corporations 2417 Tongass Avenue, #111-294 Ketchikan, AK 99901-5900 1-888-408-0886	<input type="checkbox"/> CREDIT CARD (VISA & MASTERCARD ONLY)  Enter Credit Card Number: □□□□ □□□□ □□□□ □□□□ Enter Expiration Date of Credit Card: □□ / □□

<b>Step 6. SIGNATURE</b> I certify that I have read this document, understand its contents and authorize the charges.	
Signature	Date

**Step 7.** Return this entire completed form with payment in the enclosed return envelope.

**INSTRUCTIONS FOR COMPLETING THE ANNUAL RECORDS SOLICITATION FORM**  
**(Alaska Corporations)**

Review the accuracy of the preprinted corporate name and address and make any changes necessary.  
**PLEASE PRINT CLEARLY.**

- Step 1      Verify the name of each stockholder. You must account for 100% of the outstanding shares. Any changes may be indicated on reverse of the form.
- Step 2      Verify the name of all members of the Board of Directors. Members of the Board of Directors must be at least 18 years of age. Any changes may be indicated on reverse of the form.
- Step 3      Verify the title of an officer and the name of the officer. You must have at least one officer. Typical officers are Chief Executive Officer (CEO), President, Vice President, Secretary, Assistant Secretary, Chief Financial Officer (CFO), Treasurer, Chief Operations Officer (COO). In addition, list any other corporate officers. Any changes may be indicated on reverse of the form.
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- Step 4      Verify the name, email address and phone number of the person to contact if we have any questions. Any changes may be indicated on reverse of the form.
- Step 5      Provide a valid payment method.
- Step 6      Sign the form to verify the validity of information provided and authorize your payment.
- Step 7      Return the entire completed form with payment.

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Submit the Annual Records Solicitation Form together with the payment for preparation of documents to satisfy the annual corporate records for your corporation. **Submit a check for \$150.00 payable to Alaska Council for Corporations and mail to:**

**ALASKA COUNCIL FOR CORPORATIONS**  
2417 Tongass Avenue, #111-294  
Ketchikan, AK 99901-5900  
(888) 408-0886

***IMPORTANT Notice from State of Alaska: you are not required to respond to this solicitation.***

Completed documents will be mailed to you within four weeks. Have each shareholder and director sign the documents where indicated and keep them as permanent records.

Maintaining records is important to the existence of all corporations. Of particular importance are records of shareholders and director actions. You can engage an attorney to prepare the documents, prepare them yourself, use some other service company or use our service.

**Please note:** The preparation of annual corporate records does not satisfy the requirement to file the biennial report required by the Alaska Corporation Code. The annual report and instructions may be found online.

***IMPORTANT Notice from State of Alaska: You do not need to respond to this solicitation. To file your entity's statutory Biennial Reports go to [www.Corporations.Alaska.Gov](http://www.Corporations.Alaska.Gov).***