

State of Alaska
Department of Commerce,
Community & Economic Development



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Commissioner

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FOR IMMEDIATE RELEASE

No. 18-006

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Director, Division Corporations, Business & Professional Licensing
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Business Alert: Deceptive Solicitation Issued by “Alaska Council for Corporations”

January 22, 2018 JUNEAU – The Division of Corporations, Business and Professional Licensing advises Alaska businesses they are not required to do business with, share information, or submit any payment to the business entity representing itself as “Alaska Council for Corporations.”

The Division of Corporations, Business and Professional Licensing has received reports that an entity identifying itself as Alaska Council for Corporations is mailing solicitations titled “2018 Annual Solicitation Form” to Alaska businesses. The solicitation quotes, out of context, portions of Alaska Statutes in an effort to obtain money and information from Alaska 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.

Any official correspondence, statement, or request from the Division of Corporations, Business and Professional Licensing will clearly indicate State of Alaska origin by displaying the official state seal and Governor Bill Walker’s name in the document header. Businesses are encouraged to be diligent and familiarize themselves with statutory requirements. For more information, visit the division’s website at corporations.alaska.gov and read [The Entity’s Responsibilities](#) document (filed under General Information) and review the [Scams and Solicitations](#) webpage.

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.

The Division of Corporations, Business and Professional Licensing is a division of the Department of Commerce, Community, and Economic Development tasked with protecting consumers in Alaska. For information about the division, visit commerce.alaska.gov/web/cbpl. For additional information about the Department of Commerce, Community, and Economic Development and its other agencies, visit commerce.alaska.gov.

ATTACHED: Example deceptive solicitation letter

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INSTRUCTIONS FOR COMPLETING THE ANNUAL RECORDS SOLICITATION FORM

(Alaska Corporations)

NOTICE FROM STATE OF ALASKA: You are not required to respond to this solicitation.

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.
- 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.

NOTICE FROM STATE OF ALASKA: You are not required to respond to this solicitation.

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

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.

NOTICE FROM STATE OF ALASKA: You are not required to respond to this solicitation.

2018 - ANNUAL RECORDS SOLICITATION FORM SHAREHOLDERS, DIRECTORS AND OFFICERS

(Alaska Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Key Code K496925717	Notice Date 01/03/2018	Corporation Number 10031626	Incorporation Date 08/2015
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<p>Business Address</p> <div style="border: 1px solid red; padding: 5px; color: red;"> <p>EXAMPLE #1: 2017 solicitation.</p> <p>NOTICE FROM STATE OF ALASKA: You are not required to respond to this solicitation. For more information on required filings go to www.Corporations.Alaska.Gov and click on Notice: The Entity's Responsibility.</p> </div>	 <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Please Respond By</p> <p>01/26/2018</p> </div>
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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 provision 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 or call us at (888) 408-0886.

Step 1. SHAREHOLDERS Enter the names of each stockholder.

Name	Name

To update officials, officers, directors, and shareholder information on record with the State of Alaska you may either:

File a Biennial Report;
or, if in-between biennial reporting cycles,
File a Notice of Change of Officials for your entity type.

Step 2. CORPORATE DIRECTORS Enter the names of all corporate directors.

Name	Name

For more information on statutorily required filings with the Division of Corporations, Business and Professional Licensing go to www.Corporations.Alaska.Gov and click on Notice: The Entity's Responsibility.

Step 3. CORPORATE OFFICERS Enter the names & titles of all corporate officers.

Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title

Step 4. CONTACT PERSON Enter the name & email address of the contact person.

Contact Name	Contact Email	Contact Phone
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Step 5. Check appropriate payment method & fill out subitems.

<input type="checkbox"/> CHECK OR MONEY ORDER ENCLOSED <p>Please make your check payable to: Alaska Council for Corporations 2417 Tongass Avenue, #111-294 Ketchikan, AK 99901-5900 1-888-408-0886</p>	<input type="checkbox"/> CREDIT CARD (VISA & MASTERCARD ONLY) Enter Credit Card Number: <input type="text"/> <input type="text"/> Enter Expiration Date of Credit Card: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
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Step 6. SIGNATURE I certify that I have read this document, understand its contents and authorize the charges.

Signature	
<p>NOTICE FROM STATE OF ALASKA: You are not required to respond to this solicitation.</p>	

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

2018 - ANNUAL RECORDS SOLICITATION FORM

SHAREHOLDERS, DIRECTORS AND OFFICERS

(Alaska Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Key Code K496899537	Notice Date 01/03/2018	Corporation Number 10055778	Incorporation Date 03/2017
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Business Address <div style="border: 1px solid red; padding: 5px; color: red; font-weight: bold;"> EXAMPLE #2: 2017 solicitation. NOTICE FROM STATE OF ALASKA: You are NOT required to respond to this solicitation. For more information on required filings go to www.Corporations.Alaska.Gov and click on Notice: The Entity's Responsibility. </div>	 <div style="border: 1px solid black; padding: 5px; font-weight: bold;"> Please Respond By 01/26/2018 </div>
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Name	Name
Name	To update officials, officers, directors, and shareholder information on record with the State of Alaska you may either: File a Biennial Report; or, if in-between biennial reporting cycles, File a Notice of Change of Officials for your entity type.
Name	
Name	
Name	

Step 2. CORPORATE DIRECTORS Enter the names of each director.

Name	For more information on statutorily required filings with the Division of Corporations, Business and Professional Licensing go to www.Corporations.Alaska.Gov and click on Notice: The Entity's Responsibility.
Name	
Name	
Name	
Name	

Step 3. CORPORATE OFFICERS Enter the names & titles of all corporate officers.

Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title

Step 4. CONTACT PERSON Enter the name & email address of the contact person.

Contact Name	Contact Email	Contact Phone
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Step 5. 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: <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> Enter Expiration Date of Credit Card: <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
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