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Commissioner

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## Press Release

FOR IMMEDIATE RELEASE

COMMISSIONER'S OFFICE

No. 16-020

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### **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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**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).***