

**TITLE 12      TRADE, COMMERCE AND BANKING**  
**CHAPTER 3    BUSINESS ASSOCIATIONS**  
**PART 2        PROFIT CORPORATIONS**

**12.3.2.1        ISSUING AGENCY:** New Mexico Public Regulation Commission.  
[12.3.2.1 NMAC - N, 7-15-05]

**12.3.2.2        SCOPE:** This rule applies to all domestic and foreign profit corporations, unless exempted by law.  
[12.3.2.2 NMAC - N, 7-15-05]

**12.3.2.3        STATUTORY AUTHORITY:** NMSA 1978 Sections 8-8-4 and 53-18-1.  
[12.3.2.3 NMAC - N, 7-15-05]

**12.3.2.4        DURATION:** Permanent.  
[12.3.2.4 NMAC - N, 7-15-05]

**12.3.2.5        EFFECTIVE DATE:** July 15, 2005.  
[12.3.2.5 NMAC - N, 7-15-05]

**12.3.2.6        OBJECTIVE:** The purpose of this rule is to facilitate the formation and continuation of profit corporations as provided by law.  
[12.3.2.6 NMAC - N, 7-15-05]

**12.3.2.7        DEFINITIONS:** See 12.3.1.7 NMAC.  
[12.3.2.7 NMAC - N, 7-15-05]

**12.3.2.8        DOMESTIC PROFIT CORPORATIONS:** A domestic profit corporation shall comply with the requirements of the Business Corporations Act, NMSA 1978, chapter 53, articles 11 through 18.

**A.        Filing requirements.** A domestic profit corporation shall file all documents required by this section in compliance with 12.3.1 NMAC, General Provisions, and shall pay all filing fees required by NMSA 1978 Section 53-2-1.

**B.        Name.** A domestic profit corporation shall comply with the name requirements in NMSA 1978 Section 53-11-7 and may use the procedures in 12.3.1.15 NMAC for inquiring about, reserving, formally applying for, or reinstating a name. A corporation in existence on June 17, 1983 is deemed to be in compliance with the requirements of NMSA 1978 Section 53-11-7 for a separate word or abbreviation describing the type of corporation named.

**C.        Filing year.** A domestic profit corporation shall file biennial corporate reports and supplemental reports with the bureau:

(1) in even-numbered calendar years if the last digit of its New Mexico certificate of incorporation number is an even number;

(2) in odd-numbered calendar years if the last digit of its New Mexico certificate of incorporation number is an odd number;

(3) in the calendar year determined by the bureau if it was assigned a duplicate number before 1980; the bureau shall notify the corporation of the appropriate filing years.

**D.        Taxable year.** For a new domestic corporation for which no taxable year period has been determined, the bureau will presume that the corporation's taxable year ends December 31. If a new domestic profit corporation selects a different end date for its taxable year, it shall so inform the commission in its initial report.

**E.        Required documents.**

(1) Articles of incorporation. A domestic profit corporation shall adopt and file with the commission articles of incorporation that comply with NMSA 1978 Sections 53-12-2 and 53-12-3. The corporation may amend or restate the articles as provided in NMSA 1978 Sections 53-13-1 through 53-13-12.

(2) **Statement designating registered agent and office.** A domestic profit corporation shall have and continuously maintain on file with the commission a registered agent and office that meet the requirements in NMSA 1978 Sections 53-11-11, 53-11-12, and 53-11-13.

**F.        Merger and consolidation.** Two or more domestic corporations may merge or consolidate in compliance with the applicable requirements of NMSA 1978 Sections 53-14-1 through 53-14-7 and shall file articles of merger, consolidation, or exchange as required by NMSA 1978 Sections 53-14-4 and 53-14-5. Shareholders may convert a domestic profit corporation into a limited liability company by complying with NMSA 1978 Section 53-19-60.

**G.        Dormant status.** A domestic profit corporation that meets the requirements of NMSA 1978 Section 53-5-9

for dormant status, may, in lieu of filing a required corporate report, file a statement that it is no longer actively engaged in business in New Mexico. A dormant corporation may extend its dormant status, or may be fully revived by complying with NMSA 1978 Section 53-5-9.

**H. Dissolution.** A domestic profit corporation seeking voluntary dissolution shall comply with the requirements for dissolution provided in NMSA 1978 Sections 53-16-1 through 53-16-24, and file a statement of intent to dissolve as required by NMSA 1978 Section 53-16-4, and articles of dissolution that comply with NMSA 1978 Sections 53-16-11 and 53-16-12. A domestic profit corporation may revoke voluntary dissolution proceedings as provided in NMSA 1978 Sections 53-16-7 and 53-16-8 by filing a statement of revocation required by NMSA 1978 Section 53-16-9.

**I. Administrative revocation and reinstatement.** The commission may administratively revoke a domestic profit corporation by issuing a certificate of revocation under the circumstances and following the process provided in NMSA 1978 Section 53-11-12. A corporation may apply to the commission for reinstatement following the process and within the time period provided in NMSA 1978 Section 53-11-12.

[12.3.2.8 NMAC - N, 7-15-05]

**12.3.2.9 DOMESTIC PROFIT CORPORATION INITIAL REPORT:** A domestic profit corporation shall file an initial report on the schedule prescribed by and as required by NMSA 1978 Sections 53-5-2 through 53-5-9 on the following commission-prescribed form available as provided in 12.3.1 NMAC.

RETURN TO:  
 NM PUBLIC REGULATION  
 COMMISSION  
 CORPORATIONS BUREAU  
 P.O. BOX 1269  
 SANTA FE NM 87504-1269

**DOMESTIC  
 PROFIT CORPORATION  
 INITIAL REPORT**  
 For proposed taxable year ending \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please see instructions on back of page.*

<b>1</b>	<b>EXACT CORPORATE NAME AND U.S. MAILING ADDRESS</b>	Name	
		Address	
		City, State, Zip	

<b>2</b>	<b>NMPRC Certificate of Incorporation No.</b>	<b>3</b>	<b>Principal Place of Business in New Mexico</b>	
			Street	
			City, Zip	

<b>4</b>	<b>REGISTERED AGENT AND OFFICE LOCATION WITHIN NEW MEXICO FOR SERVICE OF PROCESS</b> (Filing corporation cannot be its own agent)			
	Name			
	Street Address			
	City, Zip			

<b>5</b>	<b>TAX ID NUMBER</b>	<b>6</b>	<b>NEXT ANNUAL MEETING</b>

<b>7</b>	<b>DIRECTORS AND OFFICERS</b> List the names and addresses of ALL the directors and officers and identify every title each director holds. A New Mexico corporation shall consist of 1 or more directors.				
	Office/Title	Name	Address	(optional) Additional Titles	Term Expires
	Director				
	Director				
	Director				
	President				

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Vice-President				
Secretary				
Treasurer				

<b>8 SIGNATURE</b>	Under penalties of perjury, I declare and affirm that I have examined this report, including the accompanying schedules and statements, and that all statements contained therein are true and correct.			
Date	Printed Name	Signature	Title	

<b>9</b>	<b>PAYMENT OF FILING FEE AND LATE FILING PENALTY</b>		<b>NMPRC USE ONLY</b>	
	a	Report filing fee	\$ 25.00	
	b	Late filing penalty (\$200.00) <i>PRC extension, if any, must be submitted with this report</i>		Amount Remitted
				Postmark Date
c	TOTAL AMOUNT DUE with corporate report (lines a + b)	\$		
	<b><i>PLEASE DO NOT SUBMIT CASH FOR PAYMENT</i></b>			

**INSTRUCTIONS**

A domestic profit corporation must file an initial report as required by Sections 53-5-2 through 53-5-9 and 12.3.2.9 NMAC.

**Please type or print legibly.**

At the top right of the form, indicate the proposed closing date of the taxable year of the corporation; you may obtain more information on determining taxable year in 12.3.2.8 NMAC.

1. Provide the exact name of the corporation and U.S. postal mailing address. If available, attach a mailing label from the Public Regulation Commission.
2. Insert the Certificate of Incorporation number issued by the Public Regulation Commission.
3. Provide the address of your principal place of business in New Mexico, or "NONE" if applicable.
4. Indicate the address of the registered office of the corporation in New Mexico, and the name of its registered agent at that address. For additional information on the requirements for registered office and agent, see NMSA 1978 Sections 53-11-11, 53-11-12, and 53-11-13 and 12.3.2.8 NMAC. If within a municipality, the address must be a street address; if outside a municipality, you must include geographic location, including well-known landmarks.
5. Insert the corporation's taxpayer identification number issued by the revenue processing division of the taxation and revenue department.
6. Provide the date for the next annual meeting of shareholders for election of directors.
7. Indicate the names and respective addresses of the directors and officers of the corporation, and when their terms of office expire. You are not required to use the titles President, Vice President, Secretary and Treasurer, but you are required to have officers and you must indicate officers whose duties most closely correspond to the requirements of NMSA 1978 Section 53-11-48. If the corporation's articles of incorporation or by-laws confer additional titles on the officers, you may provide these in the next to last column, but this is not required. Attach schedule of additional directors and officers if needed.
8. The chairman of the board, president, vice president, secretary, principal accounting officer, or authorized agent of the corporation must sign and swear to the statements in the report.
9. An initial report is due within thirty (30) days after the date on which the Commission issued the corporation's Certificate of Incorporation. If not filed by this date, you owe a late penalty of two hundred dollars (\$200.00), unless the Commission granted an extension pursuant to NMSA Section 53-5-6. If the report is late and the Commission did not grant a

extension, insert two hundred dollars (\$200.00) in box 9b and total the fees owed. Payment of fees must accompany this report or the Commission will not accept it for filing. You may pay by check or money order made out to the New Mexico Public Regulation Commission. If the Commission granted an extension, you must attach a copy of the extension to this report.

[12.3.2.9 NMAC - N, 7-15-05]

**12.3.2.10 DOMESTIC PROFIT CORPORATION BIENNIAL AND SUPPLEMENTAL REPORT:** A domestic profit corporation shall file biennial and supplemental reports on the schedule prescribed by and as required by NMSA 1978 Sections 53-5-2 through 53-5-9 on the following commission-prescribed form available as provided in 12.3.1 NMAC.

RETURN TO: NM PUBLIC REGULATION COMMISSION CORPORATIONS BUREAU P.O. BOX 1269 SANTA FE NM 87504-1269	<b>DOMESTIC                  PROFIT CORPORATION                  BIENNIAL REPORT _____                  SUPPLEMENTAL REPORT _____</b> For taxable year ending ____/____/____
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*Please see instructions on back of page.*

<b>1</b>	<b>EXACT CORPORATE NAME AND U.S. MAILING ADDRESS</b>	Name	
		Address	
		City, State, Zip	

<b>2</b>	<b>NMPRC Certificate of Incorporation No.</b>	<b>3</b>	<b>Principal Place of Business in New Mexico</b>
			Street
			City, Zip

<b>4</b>	<b>REGISTERED AGENT AND OFFICE LOCATION WITHIN NEW MEXICO FOR SERVICE OF PROCESS</b> (Filing corporation cannot be its own agent)			
	Name			
	Street Address			
	City, Zip			

<b>5</b>	<b>TAX ID NUMBER</b>	<b>6</b>	<b>NEXT ANNUAL MEETING</b>

<b>7</b>	<b>DIRECTORS AND OFFICERS</b> List the names and addresses of ALL the directors and officers and identify every title each director holds. A New Mexico corporation shall consist of 1 or more directors.			
	Office/Title	Name	Address	(optional) Additional Titles
	Director			Term Expires
	Director			
	Director			
	President			
	Vice President			
	Secretary			
	Treasurer			

<b>8</b>	<b>SIGNATURE</b> Under penalties of perjury, I declare and affirm that I have examined this report, including the accompanying schedules and statements, and that all statements contained therein are true and correct.			
	Date	Printed Name	Signature	Title

<b>9</b>	<b>PAYMENT OF FILING FEE AND LATE FILING PENALTY</b>		<b>NMPRC USE ONLY</b>	
	a	Report filing fee	\$ 25.00	
	b	Late filing penalty (\$200.00) <i>IRS or PRC extension, if any, must be submitted with this report</i>		Amount Remitted
	c	TOTAL AMOUNT DUE with corporate report (lines a + b)	\$	Postmark Date
	<b>PLEASE DO NOT SUBMIT CASH FOR PAYMENT</b>			

**INSTRUCTIONS**

This report is required by, and must comply with the requirements of, NMSA 1978 Sections 53-5-2 through 53-5-9 and 12.3.2.10 NMAC. A corporation must file a supplemental report if the corporation makes any change listed in NMSA 1978 Section 53-5-2.

**Please type or print legibly.**

At the top right of the form, indicate whether the report is a biennial or supplemental report, and the closing date of the taxable year of the report (if a biennial report).

1. Provide the exact name of the corporation and U.S. postal mailing address. If available, attach a mailing label from the Public Regulation Commission.
2. Insert the Certificate of Incorporation number issued by the Public Regulation Commission.
3. Provide the address of your principal place of business in New Mexico, or "NONE" if applicable.
4. Indicate the address of the registered office of the corporation in New Mexico, and the name of its registered agent at that address. For additional information on the requirements for registered office and agent, see NMSA 1978 Sections 53-11-11, 53-11-12, and 53-11-13. If within a municipality, the address must be a street address, or if outside a municipality must include geographic location, including well-known landmarks.
5. Insert the corporation's taxpayer identification number issued by the revenue processing division of the taxation and revenue department.
6. Provide the date for the next annual meeting of shareholders for election of directors.
7. Indicate the names and respective addresses of the directors and officers of the corporation, and when their terms of office expire. You are not required to use the titles President, Vice President, Secretary and Treasurer, but you are required to have officers and you must indicate officers whose duties most closely correspond to the requirements of NMSA 1978 Section 53-11-48. If the corporation's articles of incorporation or by-laws confer additional titles on the officers, you may provide these in the next to last column, but this is not required. Attach schedule of additional directors and officers if needed.
8. The chairman of the board, president, vice president, secretary, principal accounting officer, or authorized agent of the corporation must sign and swear to the statements in the report.
9. A biennial report is due on or before the fifteenth day of the third month following the end of the corporation's taxable year (see Subsection C of 12.3.2.8 NMAC for information on determining your filing year). A supplemental report is due within thirty (30) days of the change necessitating the report. If not filed by these dates, you owe a late penalty of two hundred dollars (\$200.00), unless the Commission granted an extension pursuant to NMSA Section 53-5-6. If the report is late and the Commission did not grant an extension, insert two hundred dollars (\$200.00) in box 9b and total the fees owed. Payment of fees must accompany this report or the Commission will not accept it for filing. You may pay by check or money order made out to the New Mexico Public Regulation Commission. If the Commission granted an extension, you must attach a copy of the extension to this report.

[12.3.2.10 NMAC - N, 7-15-05]

**12.3.2.11 FOREIGN PROFIT CORPORATIONS:** A foreign profit corporation shall comply with the applicable requirements of the Business Corporations Act, NMSA 1978, chapter 53, articles 11 through 18.

**A. Filing requirements.** A foreign profit corporation shall file all documents required by this section in compliance with 12.3.1 NMAC, General Provisions, and shall pay all filing fees required by NMSA 1978 Section 53-2-1.

**B. Name.** A foreign profit corporation shall comply with the name requirements in NMSA 1978 Section 53-17-3 and may use the procedures in 12.3.1.15 NMAC for inquiring about, reserving, registering, formally applying for, or reinstating a name. A corporation in existence on June 17, 1983 is deemed to be in compliance with the requirement of NMSA 1978 Section 53-11-7 for a separate word or abbreviation describing the type of corporation named.

**C. Filing year.** A foreign profit corporation shall file biennial corporate reports and supplemental reports with the bureau:

- (1) in even-numbered calendar years if the last digit of its New Mexico certificate of authority number is an even number;
- (2) in odd-numbered calendar years if the last digit of its New Mexico certificate of authority number is an odd number;
- (3) in the calendar year determined by the bureau if it was assigned a duplicate number before 1980; the bureau shall notify the corporation of the appropriate filing years.

**D. Taxable year.** For a new foreign profit corporation for which no taxable year period has been determined, the bureau will presume that the corporation's taxable year ends December 31. If a new foreign profit corporation selects a different end date for its taxable year, it shall so inform the commission in its initial report.

**E. Required documents.**

(1) **Certificate of authority.** Before transacting business in New Mexico, a foreign profit corporation shall obtain a certificate of authority from the commission pursuant to NMSA 1978 Section 53-17-1 by filing an application containing the information and supporting documents required in NMSA 1978 Sections 53-17-5 through 53-17-7. A foreign profit corporation shall amend its certificate of authority as provided in NMSA 1978 Section 53-17-14.

(2) **Statement designating registered agent and office.** A foreign profit corporation shall have and continuously maintain on file with the commission a registered office and agent that meet the requirements of NMSA 1978 Sections 53-17-9 and 53-17-10.

**F. Merger and conversion.** A foreign profit corporation that is a party to a statutory conversion or merger shall comply with, and file articles of merger or conversion as required by, NMSA 1978 Section 53-17-13.

**G. Dormant status.** A foreign profit corporation that meets the requirements of NMSA 1978 Section 53-5-9 for dormant status may, in lieu of filing a required corporate report, file a statement that it is no longer actively engaged in business in New Mexico. A dormant corporation may extend its dormant status, or may be fully revived by complying with NMSA 1978 Section 53-5-9.

**H. Withdrawal.** A foreign profit corporation seeking to withdraw from doing business in New Mexico may procure a certificate of withdrawal from the commission by filing an application for withdrawal that complies with the requirements of NMSA 1978 Section 53-17-15 and 53-17-16.

**I. Administrative revocation and reinstatement.** The commission may revoke a foreign profit corporation's certificate of authority for the reasons provided in NMSA 1978 Section 53-17-17 by issuing a certificate of revocation pursuant to NMSA 1978 Section 53-17-18. A foreign profit corporation may apply to the commission for reinstatement following the process and within the time period provided in NMSA 1978 Section 53-17-18.

[12.3.2.11 NMAC - N, 7-15-05]

**12.3.2.12 FOREIGN PROFIT CORPORATION INITIAL REPORT:** A foreign profit corporation shall file an initial report on the schedule prescribed by and as required by NMSA 1978 Section 53-5-2 on the following commission-prescribed form available as provided in 12.3.1 NMAC.

RETURN TO:  
 NM PUBLIC REGULATION  
 COMMISSION  
 CORPORATIONS BUREAU  
 P.O. BOX 1269  
 SANTA FE NM 87504-1269

FOREIGN  
 PROFIT CORPORATION  
 INITIAL REPORT  
 For taxable year ending \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please see instructions on back of page.*

1	EXACT CORPORATE NAME	Name	
		Address	

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AND U.S. MAILING ADDRESS	City, State, Zip	
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2	NMPRC Certificate of Authority Number	3	State or country of incorporation	4	Principal Office Outside New Mexico	
					Street	
					City, State, Zip	

5	REGISTERED AGENT AND OFFICE LOCATION WITHIN NEW MEXICO FOR SERVICE OF PROCESS (Filing corporation cannot be its own agent)					
	Name					
	Street Address					
	City, Zip					

6	REGISTERED OFFICE LOCATION IN STATE OR COUNTRY OF INCORPORATION					
	Street Address					
	City, State, Zip					

7	TAX ID NUMBER	8	NEXT ANNUAL MEETING	9	Principal Place of Business In New Mexico	
					Street	
					City, State, Zip	

10	DIRECTORS AND OFFICERS List names and addresses of ALL the directors and officers and identify every title each director holds.					
	Office/Title	Name	Address	(optional) Additional Titles		
	Director					
	Director					
	Director					
	President					
	Vice President					
	Secretary					
	Treasurer					
	<i>Attach schedule of additional directors and officers if needed</i>					

11	SIGNATURE Under penalties of perjury, I declare and affirm that I have examined this report, including the accompanying schedules and statements, and that all statements contained therein are true and correct.					
	Date	Printed Name	Signature	Title		

12	PAYMENT OF FILING FEE AND LATE FILING PENALTY				NMPRC USE ONLY	
	a	Report filing fee	\$	25.00	Amount Remitted	Postmark Date
	b	Late filing penalty (\$200.00) <i>PRC extension, if any, must be submitted with this report</i>				
	c	TOTAL AMOUNT DUE with corporate report (lines a + b)	\$			
	<i>PLEASE DO NOT SUBMIT CASH FOR PAYMENT</i>					

**INSTRUCTIONS**

A foreign profit corporation must file an initial report as required by Sections 53-5-2 through 53-5-9 and 12.3.2.12 NMAC.

Please type or print legibly.

At the top right of the form, indicate the closing date of the taxable year of the corporation.

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1. Provide the exact name of the corporation and U.S. postal mailing address. If available, attach a mailing label from the Public Regulation Commission.
2. Insert the Certificate of Authority Number issued by the New Mexico Public Regulation Commission.
3. Indicate the state or country under whose laws the corporation is incorporated.
4. Provide the address of your principal place of business outside New Mexico if different from the address of the registered office, or "NONE" if applicable.
5. Indicate the address of the registered office of the corporation in New Mexico, and the name of its registered agent at that address. For additional information on the requirements for registered office and agent, see NMSA 1978 Sections 53-11-11, 53-11-12, and 53-11-13 and 12.3.2.11 NMAC. If within a municipality, the address must be a street address; if outside a municipality, you must include geographic location, including well-known landmarks.
6. Insert the address of the registered office of the corporation in the state or country of incorporation.
7. Provide the corporation's taxpayer identification number issued by the revenue processing division of the New Mexico taxation and revenue department.
8. Provide the date for the next annual meeting of shareholders for election of directors.
9. Provide the address of your principal place of business within New Mexico.
10. Indicate the names and respective addresses of the directors and officers of the corporation. You must list any officers and titles required by the state or country under whose laws the corporation is incorporated. If the corporation's articles of incorporation or by-laws confer additional titles on the officers, you may provide these in the right column, but this is not required.
11. The chairman of the board, president, vice president, secretary, principal accounting officer, or authorized agent of the corporation must sign and swear to the statements in the report.
12. An initial report is due within thirty (30) days after the date on which the Commission issued the corporation's Certificate of Authority. If not filed by this date, you owe a late penalty of two hundred dollars (\$200.00), unless the Commission granted an extension pursuant to NMSA Section 53-5-6. If the report is late and the Commission did not grant an extension, insert two hundred dollars (\$200.00) in box 12b and total the fees owed. Payment of fees must accompany this report or the Commission will not accept it for filing. You may pay by check or money order made out to the New Mexico Public Regulation Commission. If the Commission granted an extension, you must attach a copy of the extension to this report.

[12.3.2.12 NMAC - N, 7-15-05]

**12.3.2.13 FOREIGN PROFIT CORPORATION BIENNIAL AND SUPPLEMENTAL REPORT:** A foreign profit corporation shall file biennial and supplemental reports as required by NMSA 1978 Section 53-5-2 on the following commission-prescribed form available as provided in 12.3.1 NMAC

RETURN TO:  
 NM PUBLIC REGULATION COMMISSION  
 CORPORATIONS BUREAU  
 P.O. BOX 1269  
 SANTA FE NM 87504-1269

**FOREIGN  
 PROFIT CORPORATION  
 BIENNIAL REPORT \_\_\_\_\_  
 SUPPLEMENTAL REPORT \_\_\_\_\_**  
 For taxable year ending \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please see instructions on back of page.*

<b>1</b>	<b>EXACT CORPORATE NAME</b>	Name	
		Address	

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<b>AND U.S. MAILING ADDRESS</b>	City, State, Zip	
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<b>2</b>	<b>NMPRC Certificate of Authority Number</b>	<b>3</b>	<b>State or country of incorporation</b>	<b>4</b>	<b>Principal Office Outside New Mexico</b>		
						Street	
						City, State, Zip	

<b>5</b>	<b>REGISTERED AGENT AND OFFICE LOCATION WITHIN NEW MEXICO FOR SERVICE OF PROCESS</b> (Filing corporation cannot be its own agent)	
	Name	
	Street Address	
	City, Zip	

<b>6</b>	<b>REGISTERED OFFICE LOCATION IN STATE OR COUNTRY OF INCORPORATION</b>	
	Street Address	
	City, State, Zip	

<b>7</b>	<b>TAX ID NUMBER</b>	<b>8</b>	<b>NEXT ANNUAL MEETING</b>	<b>9</b>	<b>Principal Place of Business In New Mexico</b>		
						Street	
						City, State, Zip	

<b>10</b>	<b>DIRECTORS AND OFFICERS</b> List names and addresses of ALL the directors and officers and identify every title each director holds.			
	Office/Title	Name	Address	(optional) Additional Titles
	Director			
	Director			
	Director			
	President			
	Vice President			
	Secretary			
	Treasurer			
	<i>Attach schedule of additional directors and officers if needed</i>			

<b>11</b>	<b>SIGNATURE</b> Under penalties of perjury, I declare and affirm that I have examined this report, including the accompanying schedules and statements, and that all statements contained therein are true and correct.		
	Date	Printed Name	Signature

<b>12</b>	<b>PAYMENT OF FILING FEE AND LATE FILING PENALTY</b>		<b>NMPRC USE ONLY</b>	
	a	Report filing fee	\$ 25.00	
	b	Late filing penalty (\$200.00) <i>PRC extension, if any, must be submitted with this report</i>		Amount Remitted
	c	TOTAL AMOUNT DUE with corporate report (lines a + b)	\$	Postmark Date
<b>PLEASE DO NOT SUBMIT CASH FOR PAYMENT</b>				

**INSTRUCTIONS**

**New Mexico Register / Volume XVI, Number 13/ July 15, 2005**

This report is required by, and must comply with the requirements of, NMSA 1978 Sections 53-5-2 through 53-5-9 and 12.3.2.13 NMAC. A corporation must file a supplemental report if the corporation makes any changes listed in NMSA 1978 Section 53-5-2.

**Please type or print legibly.**

At the top right of the form, indicate whether the report is a biennial or supplemental report, and the closing date of the taxable year of the report (if a biennial report).

1. Provide the exact name of the corporation and U.S. postal mailing address. If available, attach a mailing label from the Public Regulation Commission.
2. Insert the Certificate of Authority Number issued by the New Mexico Public Regulation Commission.
3. Indicate the state or country under whose laws the corporation is incorporated.
4. Provide the address of your principal place of business outside New Mexico if different from the address of the registered office, or "NONE" if applicable.
5. Indicate the address of the registered office of the corporation in New Mexico, and the name of its registered agent at that address. For additional information on the requirements for registered office and agent, see NMSA 1978 Sections 53-11-11, 53-11-12, and 53-11-13 and 12.3.2.11 NMAC. If within a municipality, the address must be a street address; if outside a municipality, you must include geographic location, including well-known landmarks.
6. Insert the address of the registered office of the corporation in the state or country of incorporation.
7. Provide the corporation's taxpayer identification number issued by the revenue processing division of the New Mexico taxation and revenue department.
8. Provide the date for the next annual meeting of shareholders for election of directors.
9. Provide the address of your principal place of business within New Mexico.
10. Indicate the names and respective addresses of the directors and officers of the corporation. You must list any officers and titles required by the state or country under whose laws the corporation is incorporated. If the corporation's articles of incorporation or by-laws confer additional titles on the officers, you may provide these in the right column, but this is not required.
11. The chairman of the board, president, vice president, secretary, principal accounting officer or authorized agent of the corporation must sign and swear to the statements in the report.
12. A biennial report is due on or before the fifteenth day of the third month following the end of the corporation's taxable year (see Subsection C of 12.3.2.11 NMAC for information on determining your filing year). A supplemental report is due within thirty (30) days of the change necessitating the report. If not filed by these dates, you owe a late penalty of two hundred dollars (\$200.00), unless the Commission granted an extension pursuant to NMSA Section 53-5-6. If the report is late and the Commission did not grant an extension, insert two hundred dollars (\$200.00) in box 12b and total the fees owed. Payment of fees must accompany this report or the Commission will not accept it for filing. You may pay by check or money order made out to the New Mexico Public Regulation Commission. If the Commission granted an extension, you must attach a copy of the extension to this report.  
[12.3.2.13 NMAC - N, 7-15-05]

**HISTORY OF 12.3.2 NMAC:**

**Pre-NMAC History.** The material in this part was derived from that previously filed with the state records center: Docket No. 83-1-CORP, In the Matter of Rules and Regulations for the Corporation and Franchise Tax Department, 2-22-83. SCC-84-1-CF, Regulations of the Corporations and Franchise Tax Department, 3-15-84. SCC 84-3, In the Matter of the Amendment of Regulations of Corporations and Franchise Tax Department, 11-8-84.

**History of Repealed Material.**

12.3.2 NMAC

SCC-84-1-CF, Regulations of the Corporations and Franchise Tax Department (filed 3-15-84), repealed 7-15-05.

SCC 84-3, In the Matter of the Amendment of Regulations of Corporations and Franchise Tax Department (filed 11-8-84), repealed 7-15-05.

**Other History.**

Only those applicable portions of SCC-84-1-CF, Regulations of the Corporations and Franchise Tax Department (filed 3-15-84) and SCC 84-3, In the Matter of the Amendment of Regulations of Corporations and Franchise Tax Department (filed 11-8-84) were replaced by 12.3.2 NMAC, Profit Corporations, effective 7-15-05.