

*****ATTENTION*****

To: Secretary of State Customers

Re: 2008 Year-End Commercial Recording Filings

As we near the end of 2008, I would like to wish you the warmest of holiday greetings and on behalf of the staff, thank you for allowing us to be of service to you this past year.

I would like to remind you of our year-end filing policy for documents processed by our Commercial Recordings Division. This policy will allow for the efficient processing of documents during this busy time of year.

Any non-expedite new filings, amendments, mergers or any other filing processed by the New Filings and Amendments Divisions received in this office on or before December 31, 2008 will receive a 2008 file date if that filing is in fileable form. If the filing is not in fileable form and in our office by close of business on December 31, 2008, it will not receive the 2008 file date.

Regular status filings, i.e., annual lists, reinstatements, etc. due on or before December 31, 2008 must be received in our office by close of business (5:00 pm PST) on December 31, 2008 to avoid late filing or other statutory penalties. If there is a specific need or if you are uncertain your filing will be in our office before this deadline, we suggest submitting those status filings on an expedited basis.

Expedited filings will be processed as they are currently. Expedited filings received on or before December 31, 2008, which are not in order, will be given the 2008 file date if corrections are made within 2 days of notification of deficiency, with all documents resubmitted to this office no later than 5:00 P.M. Tuesday, January 6, 2009.

Based on prior years' experience with extreme volume and emergency situations, the Secretary of State reserves the right to extend the expedite period past 24 hours. Normal expedited service will continue unless a change is deemed absolutely necessary. You will be notified if and when it may become necessary to extend the expedite period.

***** DON'T FORGET - YOU MAY FILE INITIAL, AMENDED AND ANNUAL LISTS USING OUR ONLINE FILING SERVICES AT www.nvsos.gov. FILINGS DUE ON OR BEFORE DECEMBER 31, 2008 MAY BE FILED ONLINE WITHOUT PENALTY UNTIL 11:59 pm ON DECEMBER 31, 2008. CERTIFICATES OF GOOD STANDING ARE ALSO AVAILABLE ONLINE.**

Finally, with the holiday season fast upon us, our office would like to acknowledge and thank you for thinking of us. Please remember, our policy prevents the office or individual employees from accepting any gifts during this or any other time of year. We would appreciate you adhering to this policy. Any gift that is received by this office will be donated to local charitable organizations selected by staff.

Thank You & Best Wishes,



ROSS MILLER
Secretary of State