

**Filing Fee \$40.00**

**LIMITED LIABILITY COMPANY**

**STATE OF MAINE**

**CERTIFICATE OF EXCUSE**

(for a Maine LLC)

<p>_____</p> <p>Deputy Secretary of State</p> <hr/> <p><b>A True Copy When Attested By Signature</b></p> <hr/> <p>_____</p> <p>Deputy Secretary of State</p>
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\_\_\_\_\_  
(Name of Maine Limited Liability Company)

Pursuant to [31 MRSA §1665.5](#), the undersigned domestic limited liability company executes and delivers the following Certificate of Excuse:

**FIRST:** The Maine limited liability company has ceased to transact business.

**SECOND:** The Maine limited liability company is not indebted to this State for failure to file an annual report and to pay any fees or penalties accrued. If the excuse process is completed on or before June 1st, then the Annual Report covering the previous calendar year is not required.

**DATED** \_\_\_\_\_

**\*By** \_\_\_\_\_  
(authorized signature)

\_\_\_\_\_  
(type or print name and capacity)

**NOTE:** The excuse is effective upon acceptance by the Office of the Secretary of State. The name of the excused limited liability company remains in the office of the Secretary of State's records of entity names and is protected for a period of 5 years following excuse.

**\*Pursuant to [31 MRSA §1676.1B](#), this certificate **MUST** be signed by a person authorized by the limited liability company.**

The execution of this certificate constitutes an oath or affirmation under the penalties of false swearing under [17-A MRSA §453](#).

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to: **Secretary of State**  
**Division of Corporations, UCC and Commissions**  
**101 State House Station**  
**Augusta, ME 04333-0101**  
Telephone Inquiries: **(207) 624-7752**      Email Inquiries: [CEC.Corporations@Maine.gov](mailto:CEC.Corporations@Maine.gov)

## Customer Contact Cover Letter

Name of entity(s) on the submitted filings:

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**Optional special handling request(s):** (check only if applicable)

- Hold attested copy for pick up (will be required to pick up at our office in Augusta, Maine)
- 24-hour expedited filing (next business day) service: **\$50** additional filing fee per entity
- Immediate expedited filing (same business day): **\$100** additional filing fee per entity

**NOTE:** Only one expedite fee is required if filing multiple documents for the same entity/charter number at the same time.

**Payment can be made by check or money order** (payable to Maine Secretary of State) or by credit card. You may obtain a credit card voucher at <https://www.maine.gov/sos/cec/forms/credit.pdf>.

Total fee(s) enclosed: \$ \_\_\_\_\_

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(Name of contact person)

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(Daytime telephone number)

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(Contact email address for this filing)

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(Email address to use for annual report reminders)

Name and address of person **to return the attested copy** of the completed filing:

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(Name of attested copy recipient)

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(Firm or Company)

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(Mailing Address)

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(City, State & Zip)

**NOTE: Failure to provide a contact name and telephone number or email address will result in any erroneous filing(s) being returned to the filer by the Secretary of State's office.**

For questions regarding the above filing(s), please call or email our office at (207) 624-7752 or [cec.corporations@maine.gov](mailto:cec.corporations@maine.gov)

**Submit filings to:**

**Mailing Address if using US Postal Service**

Department of the Secretary of State  
Corporations, UCC and Commissions  
101 State House Station  
Augusta, ME 04333-0101

**Mailing Address if using FedEx/UPS**

Department of the Secretary of State  
Corporations, UCC and Commissions  
6 E. Chestnut Street, 5th Floor  
Augusta, ME 04330