

March 29, 2015

## Legal Update

### *Reminder to file annual reports and pay annual fee for 2015*

Please be advised that domestic and foreign corporations and limited liability companies must file the 2015 Annual Report together with the required filing fee or pay the 2015 LLC Annual Fee provided for under Act 164-2009, as amended, known as the "General Corporations Act" ("Act") on or before **April 15th, 2016**. If your corporation qualifies and applies for an extension to file the Annual Report, the entity must prepay the Annual Report filing fee by **April 15th, 2016**. An extension will allow the corporation to file the Annual Report by **June 14th, 2016**.

Failure to comply with the annual filing and payment requirements may result in administrative fines in accordance with Sections 15.02, 15.04 and 21.03 of the Act.

### **Who must file an annual report?**

Every corporation (profit and non-profit) registered on or before December 31, 2015 must complete the Annual Report and pay the annual filing fee online, except for Nonprofit Religious Corporations.

### **Who must pay an annual fee?**

Limited liability companies are required to pay the annual fee.

Payments can be done using a credit card (VISA, MC, AMEX). You may file the Annual Report with the required filing fee or pay Annual Fee on-line by clicking on this link or by following the steps listed below.

**Step 1.** Go to the Department of State of Puerto Rico's portal or the online services web page of the Commonwealth of Puerto Rico:

<http://www.estado.pr.gov> or directly to <https://prcorpfilling.f1hst.com>

**Step 2.** Access the link: **Annual Report** or **LLC Fees**, as applicable.

**Step 3.** Search for the entity by name or registry number.

**Step 4.** Follow the step by step process to complete the Annual Report or pay the Annual Fee.

This communication is for information purposes only and does not constitute legal advice. This communication may be based on authorities that are subject to change and is not a substitute for professional advice or services. You should consult a qualified professional advisor before taking any action based on the information herein. This communication does not create an attorney-client relationship between Reichard & Escalera and the recipient.

[Unsubscribe.](#)



For more information on this Legal Update, please contact:

### **Héctor Reichard**

[reichard@reichardescalera.com](mailto:reichard@reichardescalera.com)

787.777.8801

### **Juan Carlos Méndez**

[jcmendez@reichardescalera.com](mailto:jcmendez@reichardescalera.com)

787.777.8834

### **Claudia Motta**

[cmotta@reichardescalera.com](mailto:cmotta@reichardescalera.com)

787.777.8830

### **Ana Faría**

[afaria@reichardescalera.com](mailto:afaria@reichardescalera.com)

787.777.8832