

## **Instructions for completing a Periodic Report**

Use these instructions when completing a Periodic Report pursuant to § 7-90-501 and Part 3 of Article 90 of Title 7 of the Colorado Revised Statutes (C.R.S.). The required form/cover sheet must be used when submitting the document for filing. Information included in the document must be in English. Mistakes may have legal consequences; carefully review the information you provide. The Colorado Secretary of State's Office cannot provide legal advice. Questions should be addressed to your legal, business or tax advisor(s). Only provide information that is required or permitted to be included in the document. Do not include personal identifying information, such as a social security number. All information entered in the form/cover sheet or included in an attachment will be made a matter of public record and immediately accessible on the Secretary of State's website. In order to obtain a copy of the filed document or access additional information, including Frequently Asked Questions (FAQs), visit our website, [www.sos.state.co.us](http://www.sos.state.co.us).

### **Instructions**

**ID Number:** The ID Number field will be pre-filled with the 11 digit number assigned to the record by the Business Division of the Colorado Secretary of State's Office. This information cannot be changed.

**Entity Name:** The Entity Name will be pre-filled with the entity name or true name exactly as such name is on record in the Business Division of the Colorado Secretary of State's Office. This information cannot be changed using this form/cover sheet.

**Jurisdiction of Entity:** The Jurisdiction field will be pre-filled with the converting entity's jurisdiction of formation exactly as such jurisdiction is on record in the Colorado Secretary of State's Office. This information cannot be changed using this form.

**Principal Office Address:** The principal office street and mailing address of the domestic limited partnership may be pre-filled. Any pre-filled information may be changed or deleted as necessary.

**Principal Office Street Address:** A street address is required. Provide the street name and number, including the suite, unit or apartment number, if applicable. The city, state, and ZIP/postal code must also be provided. Any address outside of the United States must include the country and, if applicable, the province.

Example: 123 N. Main Street, Apt 101  
Denver, Colorado 80202

**Principal Office Mailing Address:** A mailing address is optional. If the mailing address is different than the street address, or mail cannot be delivered to the street address, provide the address, including the city, state and ZIP/postal code where mail is to be delivered. Any address outside of the United States must include the country and, if applicable, the province.

Example: P.O. Box 854  
Lakewood, Colorado 80228.

**Mailing Address same as Street Address:** If the mailing address is the same as the street address, or the mailing address is no longer valid, click the "Yes" button.

**Registered Agent Information:** The registered agent information of the domestic limited partnership may be pre-filled. Any pre-filled information may be changed or deleted as necessary.

**Registered Agent Name:** Provide the name of the registered agent. A registered agent must be one of the following: an individual age 18 years or older whose primary residence or usual place of business is in Colorado; a domestic entity having a usual place of business in Colorado; or a foreign entity authorized to transact business or conduct activities in Colorado that has a usual place of business in Colorado. If the registered agent is an individual, a last name and a first name must be provided. When providing the registered agent's name, only list the individual name or the entity name of the registered agent. Do not provide both names. For legal authority, refer to [§ 7-90-701](#), C.R.S.

**Registered Agent Street Address:** A street address is required. Provide the street name and number, including the suite, unit or apartment number, if applicable, of the registered agent’s street address. The city and ZIP code must also be provided. The state field will be pre-filled with “CO”. If the registered agent is an entity, provide the street address of the registered agent’s usual place of business in Colorado. If the registered agent is an individual, provide the street address of either the registered agent’s primary residence in Colorado or the registered agent’s usual place of business in Colorado. The street address must be a physical address and **cannot** be a post office box.

**Registered Agent Mailing Address:** A mailing address is optional. If the registered agent’s mailing address is different from the registered agent’s street address, or mail cannot be delivered to the street address, provide an address in Colorado where mail may be delivered. The state field will be pre-filled with “CO”. A city and ZIP code must also be provided.

**Statement Regarding Registered Agent Consent.** A statement is required that the person appointed as the registered agent in the document has consented to being so appointed. This statement is automatically included in the document and is affirmed by filing the document.

**Notice:** This section describes the legal authority for filing this document. Refer to [§ 7-90-301.5](#), C.R.S. for more information.

**Individual Causing Delivery:** Pursuant to [§ 7-90-301.5](#), C.R.S., each individual causing the document to be filed is responsible for complying with the applicable statutes. Provide the last name, first name and address of at least one individual causing the document to be delivered for filing. A middle name or initial and a suffix are optional. The mailing address, including the city, state and ZIP/postal code, must be provided. Any address outside of the United States must include the country and, if applicable, the province.

Example: Smith, John

123 N. Main St., Apt 101  
Denver, Colorado 80122

**Additional Individuals Causing Delivery:** If only one individual is causing this document to be filed, “No” is the correct option. Click the “Yes” button to include an attachment with the names and addresses of additional individuals causing the document to be filed. The attachment must provide the name of each additional individual, including their last name and first name. A middle name or initial and a suffix are optional. Also provide the mailing address, including the city, state and ZIP/postal code. Any address outside of the United States must include the country and, if applicable, the province.

**Disclaimer:** These instructions, and the related form/cover sheet, are not intended to provide legal, business or tax advice, and are offered as a public service without representation or warranty. While the related form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user’s attorney.