

489.209 Biennial report for secretary of state.

1. A limited liability company or a foreign limited liability company authorized to transact business in this state shall deliver to the secretary of state for filing a biennial report that states all of the following:

a. The name of the company.

b. The street address of the company's registered office, the name of its registered agent at that office, and the consent of any new registered agent.

c. The street address of its principal office.

d. In the case of a foreign limited liability company, the state or other jurisdiction under whose law the company is formed and any alternate name adopted under [section 489.805, subsection 1](#).

2. Information in a biennial report under [this section](#) must be current as of the date the report is delivered to the secretary of state for filing. The report shall be executed on behalf of the limited liability company or foreign limited liability company and signed as provided in [section 489.203](#).

3. The first biennial report under [this section](#) must be delivered to the secretary of state between January 1 and April 1 of the first odd-numbered year following the calendar year in which a limited liability company was formed or a foreign limited liability company was authorized to transact business. A subsequent biennial report must be delivered to the secretary of state between January 1 and April 1 of each following odd-numbered calendar year. A filing fee for the biennial report shall be determined by the secretary of state pursuant to [section 489.117](#). Each biennial report shall contain information related to the two-year period immediately preceding the calendar year in which the report is filed.

4. If a biennial report does not contain the information required in [this section](#), the secretary of state shall promptly notify the reporting limited liability company or foreign limited liability company in writing and return the report to it for correction.

5. The secretary of state may provide for the change of registered office or registered agent on the form prescribed by the secretary of state for the biennial report, provided that the form contains the information required in [section 489.114](#). If the secretary of state determines that a biennial report does not contain the information required in this section but otherwise meets the requirements of [section 489.114](#) for the purpose of changing the registered office or registered agent, the secretary of state shall file the statement of change for the registered office or registered agent, effective as provided in [section 489.205, subsection 3](#), before returning the biennial report to the limited liability company as provided in [this section](#). A statement of change of registered office or registered agent accomplished pursuant to [this subsection](#) shall be executed by a person authorized to execute the biennial report.

[2008 Acts, ch 1162, §26, 155; 2010 Acts, ch 1100, §10](#)

Referred to in [§489.105, §489.114, §489.117, §489.208, §489.705, §489.806](#)