

Instructions for Form C-104E
**CERTIFICATION OF RESIGNATION OF REGISTERED AGENT
CORPORATIONS
(Titles 14A and 15A)**

STATUTORY FEE: **\$25.00**

The MANDATORY review fields are:

Business Name

List the corporation name as it appears on the records of the Treasurer.

Agent Name and Office

List the registered agent name and office as they appear on the records of the Treasurer.

Declaration of Mailings

Add a statement that indicates that copies of the resignation were sent via certified mail, return receipt requested to the last-known president or vice-president **and** last-known treasurer or secretary. Include the following information for **each mailing**: certified mail number; post office form which mailing was done; mailing address; and indication of whether the mailing was accepted or not, and if accepted, by whom. If the mailing was not accepted by any party, provide an explanation. Form 104E provides all of the necessary blanks and statements for these filing requirements.

Date That Resignation Was Mailed

List the mailing date.

ATTESTATIONS

Add a statement indicating:

- 1) an understanding that the resignation is effective 30 days after filing of the change form with the Division of Revenue, or upon the designation of a new agent/office by the affected corporation, whichever is earlier; and
- 2) that the Treasurer is the agent for service of process until a new agent is designated. Form 104E provides the requisite language.

ATTACHMENTS

Attach a copy of the resignation.

EXECUTION

The resigning agent must sign. Also, list the date of execution (signature).

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These documents should be filed in duplicate. Non-profits should file in triplicate.
Make checks payable to: TREASURER, STATE Of NEW JERSEY. (No cash, please)

Mail to: NJ Division of Revenue, PO Box 308, Trenton, NJ 08625