

MAINTAINING YOUR CORPORATION

IN THE STATE OF

HAWAII

The initial step of filing the Articles of Incorporation, for your Hawaii Corporation, has been completed by Guidant. The following information is important and will assist you in maintaining your corporate status:

- ✓ **Articles of Incorporation:** Within your Zip File there are several important documents. Your Corporation was established by filing “Articles of Incorporation” with the DCCA Business Registration Division. You will find the Articles in the Corporate Documents folder in your Zip File.
 - ✓ **Tax Identification Number:** The Tax Identification number for a business entity is known as an employer identification number (EIN). The EIN operates like a Social Security number for the entity and is required for many necessary activities, such as opening a bank account. Your EIN has already been filed with the IRS, and can be found in the Corporate Documents folder in your Zip File.
 - **Annual Report to Hawaii SOS:** Every domestic corporation is required to file an annual report each year with the DCCA Business Registration Division dependent upon the date of incorporation, if your date of incorporation falls between:
 - January 1 and March 31: Due on or before March 31 of each year and shall reflect the state of the corporation's affairs as of January 1 of the year when filed
 - April 1 and June 30: Due on or before June 30 of each year and shall reflect the state of the corporation's affairs as of April 1 of the year when filed
 - July 1 and September 30: Due on or before September 30 of each year and shall reflect the state of the corporation's affairs as of July 1 of the year when filed
 - October 1 and December 31: Due on or before December 31 of each year and shall reflect the state of the corporation's affairs as of October 1 of the year when filed
- Notice that your annual report is due will be sent to you in the mail. Annual Reports can be filed online at <http://www.ehawaii.gov/annuals/>. Failure to timely file may result in monetary penalties or administrative dissolution of your Corporation.
- **Business License:** Your Corporation may be required to obtain a license or permit issued by the State of Hawaii. To assist you in making this determination, please refer to: <http://www.hawaii.gov/dcca/areas/pvl> for state, city and county licensing authorities.

Business Taxes: Hawaii imposes various taxes on businesses. For more information, please contact the Hawaii Department of Taxation at (808) 587-4242 or visit: <http://www.state.hi.us/tax/>.

Employees: If your Corporation will have employees, state law may require worker's compensation insurance coverage and you should visit the Department of Labor and Industrial Relation at: <http://hawaii.gov/labor/dcd/faq.shtml#1> or call (808) 586-9161.

Many corporations with employees will be subject to unemployment tax requirements. Information may be obtained from the Hawaii Department of Labor and Industrial Relations at: <http://hawaii.gov/labor/ui/faqemployee.shtml> or call (808) 586-9161.

Record Keeping: Every domestic corporation is responsible for keeping at its principle office: current names and addresses of all shareholders and the number and class of shares held by each, accurate and complete books, and minutes and resolutions of the shareholder and board meetings.

Change of Address and/or Resident Agent Information: In the event your Corporation's principal office address, your registered office address and/or your Resident Agent changes, you will be responsible for taking the necessary steps to inform both the DCCA Business Registration Division and the Internal Revenue Service (IRS) of the address change. To notify the DCCA Business Registration Division, you can make changes using forms located at on the DCCA website at: <http://www.hawaii.gov/dcca/areas/breg/registration/dpc/forms> or make the changes online at: <http://www.hawaii.gov/dcca/areas/breg/registration/>. To notify the IRS, we have included additional information, including a Change of Address IRS Form, in the file in order to assist you in completing this process.

Additional State Requirements: It is important to note that the DCCA Business Registration Division may have additional requirements above and beyond what has been detailed above. It is your responsibility to read any and all information sent to you by the DCCA Business Registration Division or any other agencies, to assure that you are remaining compliant. Failure to remain compliant and/or respond to requests for information in a timely manner may result in dissolution of your Corporation.

This form is provided to you for informational purposes only. You are responsible for determining the correct information and completing the necessary requirements for your entity. Information provided is subject to change based on state requirements. It is important that you always check the information provided above with the most up to date information as provided by the DCCA Business Registration Division and other government agencies.