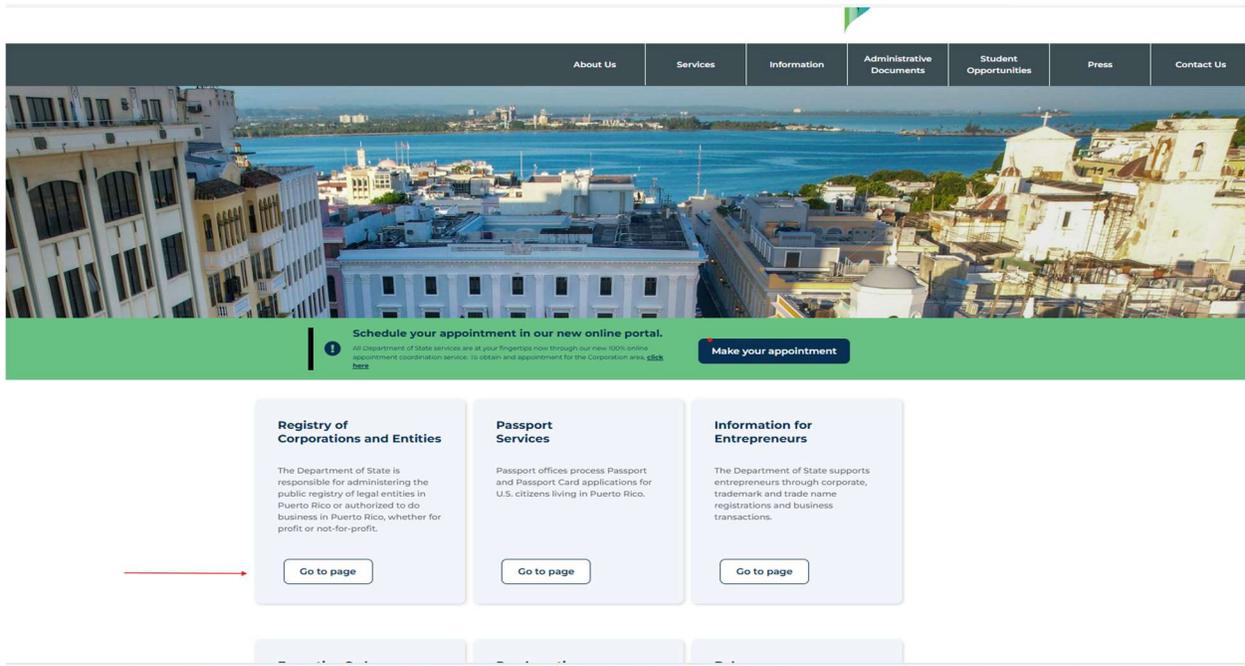


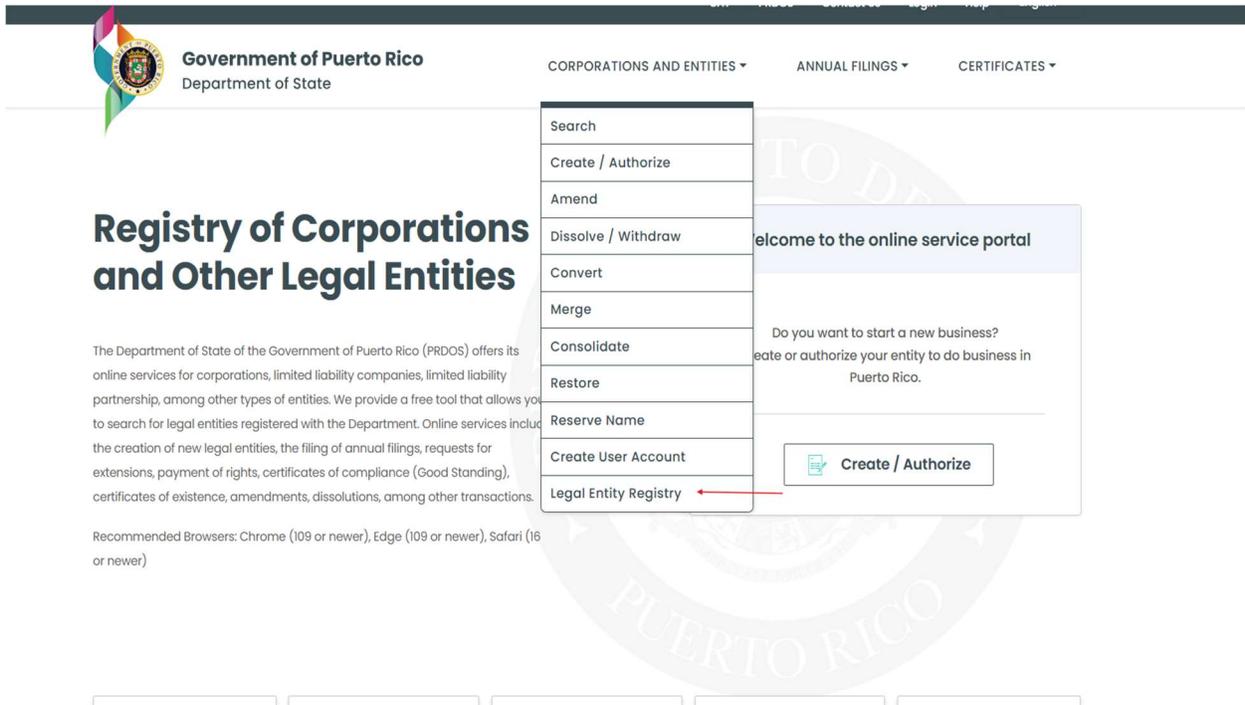
STEP BY STEP PROCESS TO REGISTER A LEGAL ENTITY (NEW REGISTRY)

Step 1 Browse to the Main Page of the Puerto Rico State Department

Access <https://www.estado.pr.gov/>



Step 2 Under the Corporations and Entities menu select "Legal Entity Registry"



Step 3 Select the **NO** option if the entity you are trying to register is NEW (*NEVER BEEN Registered within the platform*)

REGISTRY OF CORPORATIONS AND OTHER LEGAL ENTITIES
Legal Entity Creation

Instructions

Pursuant to Act No. 55-2020, known as the "Civil Code of Puerto Rico", corporations, companies, partnerships, special partnerships, foundations, and other associations of persons of particular interest, whether civil, mercantile or industrial, must be registered in the Registry of Legal Entities administered by the Department of State. Domestic and foreign entities doing business in Puerto Rico must be registered in the Registry of Legal Entities. The Registry of Legal Entities shall not be construed as constitutive for those entities whose creation is regulated by special laws, such as corporations, limited liability companies, and among others. The Registry of Legal Entities was created by the Department of State on June 2, 2022, in compliance with the Civil Code of Puerto Rico. Entities created on or after June 2, 2022, are required to register.

IS THE LEGAL ENTITY YOU ARE INTERESTED IN CREATING IS ALREADY REGISTERED IN THE REGISTRY OF CORPORATIONS AND OTHER LEGAL ENTITIES?*



Step 4 Select OTHER option under "Class" and additionally select the Entity class applicable to the new entity to be registered.

Class*

Other

Legal Entity Class*

Select an option

- Select an option
- Association
- Civil Society
- Collective Society
- Company
- Foundation
- Limited Society
- Mercantile Society
- Special Society
- Other

Step 5 Once the appropriate Legal entity Class is selected proceed to select the “Register Legal Entity” field.

IS THE LEGAL ENTITY YOU ARE INTERESTED IN CREATING IS ALREADY REGISTERED IN THE REGISTRY OF CORPORATIONS AND OTHER LEGAL ENTITIES?*

Class*

Other 

Legal Entity Class*

Association 

The registry of Legal Entities is filed in the Registry of Corporations, Entities and Legal Entities.



Step 6 Under the “Name” field enter the name of the entity you want to register and then select the field “Perform Name Availability Search”

Instructions

Special Considerations for Name Availability: Once entity creation begins, the name will be reserved and no other filer will be able to create an entity with a similar name. If you do not complete your creation, the name of the entity will be removed from the reserve list and will be available. It is highly recommended that you complete creation immediately upon determination that the proposed name is available.

1 Name Availability

Class

Association

Name*

Your name will be :

Retrogrado  RETROGRADO

Step 7 After the search a message will appear confirming the name is available if not then you will need to repeat step 6. Select the “Disclaimer box” and “Next”

Instructions

Special Considerations for Name Availability: Once entity creation begins, the name will be reserved and no other filer will be able to create an entity with a similar name. If you do not complete your creation, the name of the entity will be removed from the reserve list and will be available. It is highly recommended that you complete creation immediately upon determination that the proposed name is available.

1 Name Availability

Class

Association

Name*

Your name will be :

Retrogrado

RETROGRADO

The name RETROGRADO , is available. To start the creation filing, check the acknowledgement checkbox then click the “Next” button. Note that by pressing the button “Next” the name selected RETROGRADO will be reserved for sixty (60) minutes, an amount of time that will be updated each time a section is completed.



I understand that the Puerto Rico Secretary of State may review my filing for a new entity for final acceptance. If the Secretary of State performs an audit of my filing and determines the chosen name is unsuitable or in use by an active entity, the Secretary of State reserves the right to reject this filing.

I also understand, that this entity will be registered into the Legal Entity Registry in accordance with Act No. 55-2020.

Additional restriction: If the selected name is being used by another entity and there is not a pre-existing agreement between that entity and me for the use of the name, then the entity with the earliest registration and use of the name will retain ownership.

< Perform Name Availability Search

Next



Step 8 You will need to fill out all required information of the entity you are registering. After completing all required information select “Next” to continue.

Instructions

This section is intended to capture the main features identified and associated with your association such as type, jurisdiction, purpose, effective date and existence.

General Information

Class: Association | Name: RETROGRADO

Type*: For Profit | Non-Profit

Jurisdiction*: Domestic | Foreign | Foreign - NON US

Purposes*: Test only

Does any officer or representative of the entity is a United States war veteran? | Yes | No

Entity Effective From Date*: Immediately | Becomes Active On | Entity Effective Till Date*: Forever | Becomes Expired After

< Previous | Next

- 1 Name Availability
- 2 General Information
- 3 Filer
- 4 Main Office
- 5 Representatives
- 6 Supporting Documentation
- 7 Review Filing
- 8 Signatures
- 9 Payment

Filing Fee

Creation : \$150.00

Filing Fee : \$150.00



Step 9 You will need to fill out the information of the Filer. When finished select "Next"

Filer

RETROGRADO

Instructions

The filer is the person who has the authority and also has the power to conduct the registration of the association. Provide full name, address, phone number and email of such person.

Type

Select who will have the authority and power to perform the entity registration

Type*

| | |
|--|---|
| <input checked="" type="radio"/> Employee / Owner / Partner / Representative | <input type="radio"/> Certified Public Accountant (CPA) or Attorney / Paralegal |
|--|---|

Name

First* Middle

Steyte

Last* Surname

asasdads

Filing Fee

Creation : \$150.00

Filing Fee : \$150.00

Street Address

Country*
United States

Address 1* Address 2

asasdadas

Postal Code* City and State*

00926 - SAN JUAN, PR

Contact Information

Phone*

787 111 1111

Email* Confirm Email*

alarosa@ccrprojectmanagement.ci alarosa@ccrprojectmanagement.ci

< Previous **Next** ←

Step 10 You will need to fill out the entity's main office information, including street and mailing address. When finish please select "Next"

CREATION FILING

Main Office

RETROGRADO

Instructions

Please specify Street Address for the Main Office in Puerto Rico and the Mailing Address.

Street Address

Same as Filer Street Address

Address 1* Address 2

Postal Code* - City and State*

Mailing Address

Same as Street Address

Country*

Address 1* Address 2

Postal Code* - City and State*

Contact information

Phone*

[Settings](#)

Filing Fee

Creation : \$150.00

[< Previous](#) [Next](#)

Step 11 Insert the names of the persons who represent the Entity. Select the “Add New” filed to register them. You Will need to fill out all required fields including street address, mailing address and email. When finished select “Next”

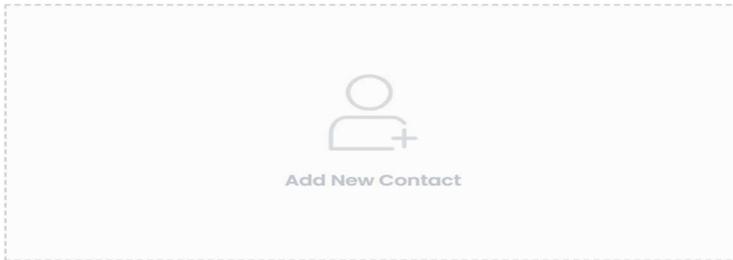
RETROGRADO

Instructions

Provide the names, street and mailing address (including street, number and municipality) and email of the natural person(s) who will act as representative(s) and the scope of its powers and responsibilities.

[+ Add New](#)

Representatives



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- 1 Name Availability
- 2 General Information
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- 9 Payment

Filing Fee

Creation :

\$150.00

Filing Fee :

\$150.00

Name and Title Street Address Mailing Address Contact

Select all applicable titles*

| | | | |
|---------------------|---------------------|------------------------------|-----------|
| President | Secretary | Vice president | Treasurer |
| Assistant secretary | Assistant treasurer | Others: <input type="text"/> | |

First* Middle

Last* Surname

[Street Address >](#)

[Cancel ✖](#)

- 5 Representatives
- 6 Supporting Documentation
- 7 Review Filing
- 8 Signatures
- 9 Payment

Filing Fee

Creation :

\$150.00

Filing Fee :

\$150.00

Instructions

Provide the names, street and mailing address (including street, number and municipality) and email of the natural person(s) who will act as representative(s) and the scope of its powers and responsibilities.

+ Add New

Representatives

| Options | Name | Title | Address | Email |
|---|----------------|-----------|--|--------------------|
|   | Parlero , Juan | President | asasdasdas, SAN JUAN, PR, 00926 asasdasdas, SAN JUAN, PR, 00926 | alarosa@ccrproject |

- 1 Name Availability
- 2 General Information
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Filing Fee

Creation :
\$150.00

Filing Fee :
\$150.00



Step 12 The filing needs to have a completed and attached one of the following documents: Certificate of Organization, Contract, Public Deed or other. Documents need to be in PDF or TIF format no larger than 7MB. Select “Next”

Instructions

This application must be accompanied by one of the documents mentioned as “Document Type”. If said document is in a foreign language, a translation of the same sworn by the translator will be attached to the certificate.

To attach a file, follow the steps below:

1. Make sure the file is in PDF or TIF format and file size is less than 7 megabytes.
2. Click on “Choose File” to select a file to upload.
3. Make sure the file does not contain any personal information like social security number and/or tax identification number.

Date Issued

MM/DD/YYYY

Document type

Certificate of Organization Contract Public Deed

Other

Document Name

Select a file to attach as supporting documentation. (PDF, TIFF, TIF)

Choose File

Filing Fee

Creation : \$150.00

Filing Fee : \$150.00

1 Name Availability

2 General Information

3 Filer

4 Main Office

5 Representatives

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Next

Step 13 Revise thoroughly all the information of the filing to make sure it is correct. You will need to select the “Attestation” field at bottom of page. When finish select “Next”

Instructions

This application must be accompanied by one of the documents mentioned as “Document Type”. If said document is in a foreign language, a translation of the same sworn by the translator will be attached to the certificate.

To attach a file, follow the steps below:

1. Make sure the file is in PDF or TIF format and file size is less than 7 megabytes.
2. Click on “Choose File” to select a file to upload.
3. Make sure the file does not contain any personal information like social security number and/or tax identification number.

1 Name Availability

2 General Information

3 Filer

4 Main Office

5 Representatives

6 Supporting Documentation

7 Review Filing

8 Signatures

9 Payment

Date Issued

MM/DD/YYYY

Document type

Certificate of Organization Contract Public Deed

Other

Document Name

Select a file to attach as supporting documentation. (PDF, TIFF, TIF)

Choose File

Filing Fee

Creation : \$150.00

Filing Fee : \$150.00

List of Documents

| Options | Name | Date Issued | Document Type |
|---|--------------------------------------|-------------|-----------------------------|
|   | Paso sobre entidad ya registrada.tif | 24-Jun-2024 | Certificate of Organization |



I declare that the uploaded file(s) do not contain any personal information like social security number and/or tax identification number and I understand that the information provided here will be made public.

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Next



Step 14 On the Signature section the filing person needs to sign the registry. Additionally, you will need to attest the veracity of the information being presented. Select "Next"

Review Filing

RETROGRADO

Instructions

Carefully review the information entered in the Certificate which has just completed. If you need to make changes click on the "Edit" hyperlink.

General Information

Name: RETROGRADO
Class: Association
Type: For Profit
Jurisdiction: Domestic
Formation Date: 24-Jun-2024 07:42 PM
Effective Date: 24-Jun-2024
Expiration Date: Does not expire
Purposes: Test

- 1 Name Availability
- 2 General Information
- 3 Filer
- 4 Main Office
- 5 Representatives
- 6 Supporting Documentation
- 7 Review Filing
- 8 Signatures
- 9 Payment

Filing Fee

Creation :
\$150.00

Filing Fee :
\$150.00

Filer

[Edit](#)

Name: asasdads , Steyte
Address: asasdadsas SAN JUAN, PR, 00926
Telephone: (787) 111-1111
Email Address: alarosa@ccrprojectmanagement.com

Main Office

[Edit](#)

Street Address: asasdadsas, SAN JUAN, PR, 00926
Mailing Address: asasdadsas, SAN JUAN, PR, 00926
Telephone: (787) 111-1111

Representatives

[Edit](#)

| Name | Title | Address | Email | Exp |
|---------------|-----------|--|----------------------------|-----|
| Parlero, Juan | President | asasdadsas, SAN JUAN, PR, 00926 asasdadsas, SAN JUAN, PR, 00926 | alarosa@ccrprojectmanag@mc | |

Supporting Documentation

Edit

| Options | Name | Date Issued | Document Type |
|---|--------------------------------------|-------------|-----------------------------|
|  | Paso sobre entidad ya registrada.tif | 24-Jun-2024 | Certificate of Organization |

I declare under penalty of perjury under the laws of Puerto Rico, that I have read the information contained in the preceding Certificate and that it is correct.

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Step 16 Once registered you will see the message of confirmation of registration and two links; 1. Certificate of Legal Entity 2. Payment Receipt (IF APPLICABLE)

REGISTRAR ENTIDAD

Completo



Gracias por su radicación.

Para ver e imprimir el Certificado, Documentos Radicados y Recibo de Pago, presione sobre los siguientes enlaces.



Certificado de Persona Juridica

PETRILLO



Recibo de Pago

PETRILLO

¿Ya tiene cuenta en el sistema?

Una cuenta de usuario es requerida para enmiendas, conversiones, disoluciones, fusiones y otras transacciones.



Crear Cuenta

Example Legal Entity Certificate



CERTIFICATE OF LEGAL ENTITY

I, **Omar J. Marrero Díaz**, Secretary of State of the Government of Puerto Rico,

CERTIFY: That on **January 30, 2024**, **MARTES DE PRUEBA PC** was registered in the Registry of Legal Entities under register number **513044**, in accordance with Act No. 55-2020, known as the "Puerto Rico Civil Code".



IN WITNESS WHEREOF, the undersigned by virtue of the authority vested by law, hereby issues this certificate and affixes the Great Seal of the Government of Puerto Rico, in the City of San Juan, Puerto Rico, today, **January 30, 2024**.

Omar J. Marrero Díaz
Secretary of State

Example Payment Receipt.



Recibo de Pago



Núm. de Recibo: 28712956 Fecha de Recibo: 14-May-2024 10:17 AM

Solicitante: Del Pueblo Juan Correo Electrónico del Solicitante: uat.rce+juan@gmail.com

| Servicio | Derecho |
|---------------------------------|---------|
| (513073) PETRILLO | |
| Certificado de Persona Jurídica | \$0.00 |

| Método de Pago | Nombre del Pagador | Referencia | Cantidad |
|-----------------------|--------------------|------------|----------|
| N/A | N/A | N/A | \$0.00 |
| Total a Pagar | | | \$0.00 |
| Total del Pago | | | \$0.00 |

Nota aclaratoria: Todo trámite realizado mediante este servicio es considerado final. No se aceptarán cambios, devoluciones y/o reclamaciones por la expedición de cualquier documento expedido a través de este servicio. Reclamaciones por cualquier otro concepto deberán hacerse dentro de los treinta (30) días siguientes a la fecha de recibo.

Recibo de Pago

Página 1 de 1

Núm. de Recibo: 28712956

Fecha de Recibo: 14-May-2024 10:17 AM

Email notification of registry.

Gracias por utilizar el sistema en línea de radicación del Departamento de Estado de Puerto Rico Inbox x



noreply@ccrpm.tech
to: uat.rce+juan

10:19 AM (3 minutes ago) ☆ ☺ ↶ ⋮

Gobierno de Puerto Rico

Registro de Corporaciones, Entidades y Personas Jurídicas

Certificado de Persona Jurídica

PETRILLO

Pedido: 28712956

Fecha: 14-may-2024

Estimado(a) Juan Del Pueblo,

El Departamento de Estado de Puerto Rico quiere agradecerle por haber radicado el Certificado de Persona Jurídica para PETRILLO.

Usted puede ver:

- El Recibo de Pago a través de este enlace: [Recibo de Pago](#)
- el Certificado de Persona Jurídica con este enlace: [Certificado de Persona Jurídica](#)

NO CONTESTE A este correo electrónico. Si tiene alguna pregunta, favor enviar mensaje por correo electrónico a support@estado.pr.gov

Atentamente,

Departamento de Estado de Puerto Rico
Calle San José, Viejo San Juan
San Juan, Puerto Rico 00901