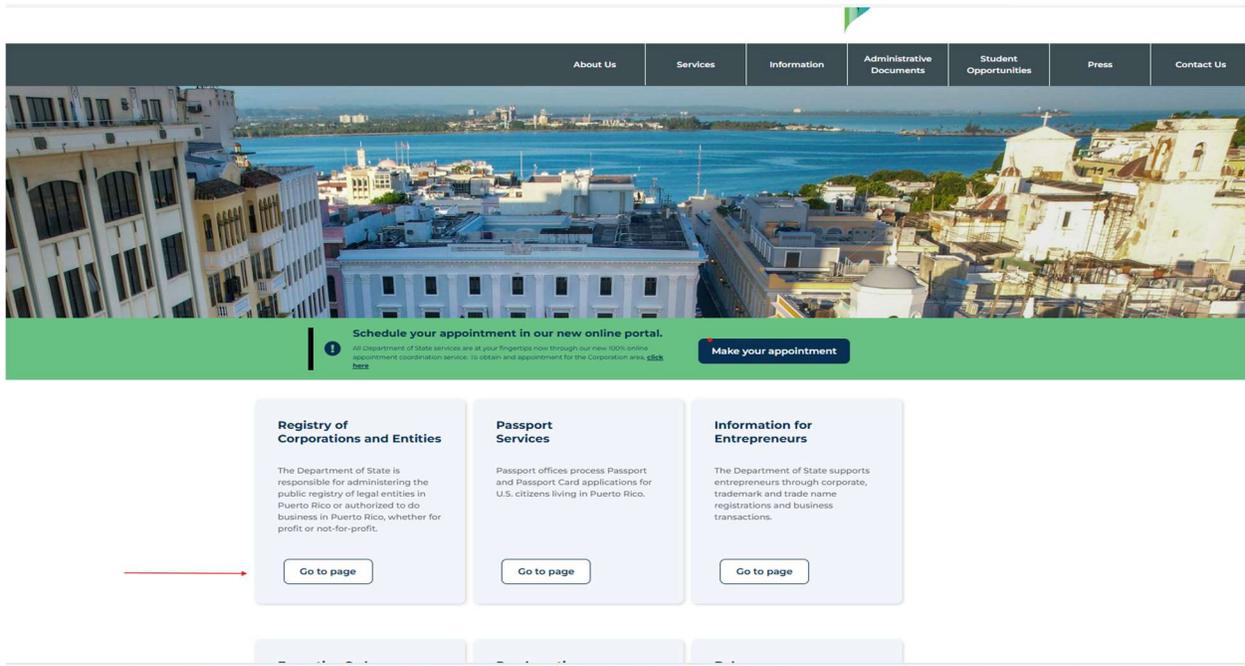


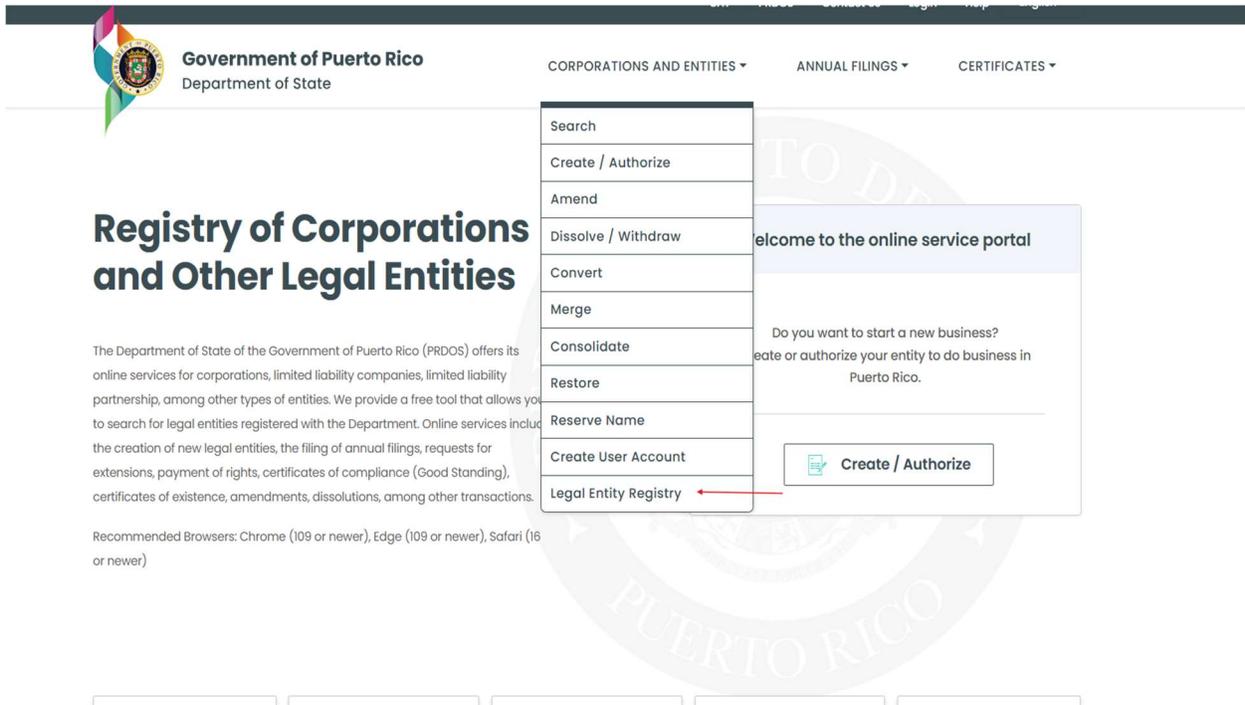
STEP BY STEP PROCESS TO REGISTER A LEGAL ENTITY (AMMENDMENT EXISTING REGISTRY)

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 **YES option** if the entity you are trying to register has been previously registered within the State Department’s platform. Additionally, select the lower right field “Amend Existing Entity to Register as legal Entity”

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?*

Existing entities shall file an amendment to register their existing entity as a legal entity. Please click here to start the amendment process.

Step 4 You need to LOGIN to the platform utilizing username and password, if you do not have an account setup you will be prompted to create one.

REGISTRY OF CORPORATIONS AND OTHER LEGAL ENTITIES

Login

Instructions

Unauthorized access is strictly forbidden and all login activity is recorded

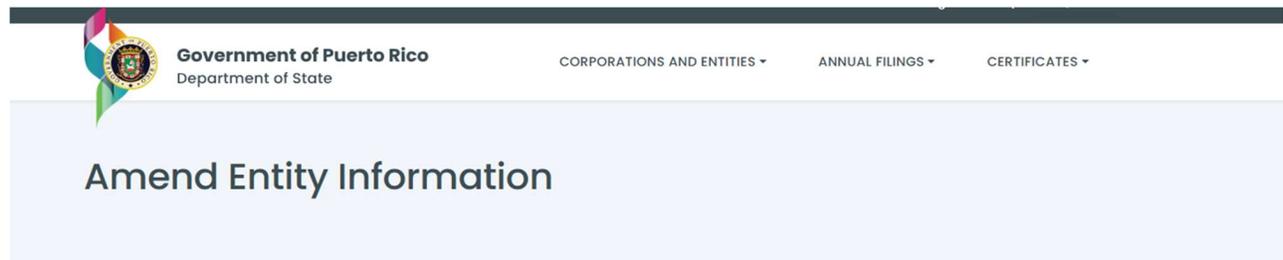
User Name* Password*

[Reset Password](#)

This transaction is authorized to registered users.

If you do not have a user account, click on Create Account.

Step 5 Once within the platform select “search” and enter register number or corporation name to find the entity you wish to amend. (We suggest utilizing the register number to search the entity as to avoid any confusions with other entities with similar names)



Standard Search

Specify search criteria then click the "Search" button. Results limited to 250 records.

Register Number

Equals

Corporation Name

All Words

Information

Citizens can file Amendments for a corporation by following step by step filing instructions. Payments with American Express, Master Card or Visa will be accepted.

Required information is indicated which prevents rejection of the filing for incomplete information. Information provided online will be made available on next year's report to edit or file without any changes for future years. Payment details, and the ability to view images of the filed document are presented to confirm that the filing was accepted by PR DOS.

Specify search criteria, click Search button and select the corporation name for which you wish to file.



Step 6 On the search results page, select the highlighted name of the corporation/other entity name.

Corporation Search Results

Click Corporation Name to continue.

[← Do another search](#)

Registry	Corporation Name	Class	Profit	Status
82483	NARVAEZ DRY CLEANERS PUERTO RICO CORP.	Corporation	For Profit	ACTIVE



Records Found : 1
06/25/2024 12:43:37 PM
Search Criteria: Registry Number Equals 82483, All Entities

Do another search

Register Number

Equals

Corporation Name

All Words

Step 7 Confirm that you would like to execute an amendment for the entity.

ENTITY AMENDMENTS
Confirm Entity

NARVAEZ DRY CLEANERS PUERTO RICO, CORP.

 I would like to file for this entity.

[Return to Search Results](#) **Next**



NARVAEZ DRY CLEANERS PUERTO RICO, CORP.

Step 8 Select “Include in Legal Entity Register”. Select “Next”

ENTITY AMENDMENTS
Amendment Selector

NARVAEZ DRY CLEANERS PUERTO RICO, CORP.

Corporation Amendment Options

- Name Change
- Profit Type
- Purpose
- Terms of Existence
- Office Address
- Change Resident Agent
- Resident Agent Resignation With Successor
- Resident Agent Resignation Without Successor
- Officers
- Stocks
- 2023 Annual Report – Financials
- Other
- Add to Legal Entities Registry



Steps to Complete Filing

- 1 Amendment Selector
- 2 Filer
- 3 Supporting Documentation
- 4 Amendment Summary
- 5 Payment

Amendment Fees

Add to Legal Entities Registry :
\$0.00

Filing Fee :
\$0.00

Next



Step 9 You Will need to select the type of authorized person and complete his/her information. Select “Next”

NARVAEZ DRY CLEANERS PUERTO RICO, CORP.

Type

Select type of filer then specify filer person information.

Type*

Attorney/Paralegal <input type="radio"/>	CPA <input type="radio"/>	Employee <input type="radio"/>
Other <input type="radio"/>	Owner <input type="radio"/>	Resident Agent <input type="radio"/>

Name

First* Middle

Last* Surname

Steps to Complete Filing

- 1 Amendment Selector
- 2 Filer
- 3 Supporting Documentation
- 4 Amendment Summary
- 5 Payment

Amendment Fees

Add to Legal Entities Registry : **\$0.00**

Filing Fee : **\$0.00**

Step 10 You will need to submit supporting documentation. Select the type of document you want to upload, date of emission and upload the document. Once Uploaded select “Next”

CORPORATE AMENDMENTS

Supporting Documentation

NARVAEZ DRY CLEANERS PUERTO RICO, CORP.

Instructions

Supporting documentation is optional for this filing. Click on “Next” to proceed with your filing. 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

Document type

<input type="checkbox"/> Certificate of Organization	<input type="checkbox"/> Contract	<input type="checkbox"/> Other
<input type="checkbox"/> Public Deed		

Document Name



Steps to Complete Filing

- 1 Amendment Selector
- 2 Filer
- 3 Supporting Documentation
- 4 Amendment Summary
- 5 Payment

Amendment Fees

Add to Legal Entities Registry : **\$0.00**

Filing Fee : **\$0.00**

< Previous ←

Step 11 Verify all the information is correct and select the attestation field related to the information about to be submitted. Select “Next” when ready.

CORPORATE AMENDMENTS
Amendment Summary

NARVAEZ DRY CLEANERS PUERTO RICO, CORP.

Filer Edit

Name	LaRosa , Alex
Address	asasdasdas SAN JUAN, PR, 00926
Telephone	(787) 111-1111
Email Address	alarosa@ccrprojectmanagement.com

I declare under the penalty of perjury under the laws of Puerto Rico, that the facts herein stated are true to the best of my knowledge, this 25th day of June, 2024.

Steps to Complete Filing

- 1 Amendment Selector
- 2 Filer
- 3 Supporting Documentation
- 4 Amendment Summary
- 5 Payment

Amendment Fees

Add to Legal Entities Registry : \$0.00

Filing Fee : \$0.00

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

Step 12 Once submitted a completed page validating a successful submittal will be shown. Additionally, you will view two links; 1. Certificate of Legal Entity, 2. Payment receipt.

AMENDMENTS
Filing Complete

NARVAEZ DRY CLEANERS PUERTO RICO, CORP.



 [Certificate of Legal Entity](#)

 [Payment Receipt](#)

Sample Legal Entity Certificate



CERTIFICATE OF LEGAL ENTITY

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

CERTIFY: That on **June 25, 2024**, **NARVAEZ DRY CLEANERS PUERTO RICO, CORP.** was registered in the Registry of Legal Entities under register number **82483**, 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, **June 25, 2024**.

A handwritten signature in blue ink, appearing to read "Omar J. Marrero Díaz".

Omar J. Marrero Díaz
Secretary of State

Sample Payment Receipt



Payment Receipt



Receipt Number: 28800382 **Receipt Date:** 25-Jun-2024 12:39 PM

Filer LaRosa, Alex **Filer Email Address** alarosa@ccrprojectmanagement.com

Service	Fee
(82483) NARVAEZ DRY CLEANERS PUERTO RICO, CORP.	
Amendment to add to Legal Entity Registry	\$0.00
Total Due	\$0.00

Payment Method	Payer Name	Reference	Amount
N/A	N/A	N/A	\$0.00
Total Payment			\$0.00

Disclaimer: Any transaction provided through this service is considered final. Changes, refunds and/or claims for the issuance of any document issued through this service are not accepted. Claims for any other reason must be made within thirty (30) days from the date of receipt.