



Division of Corporations

Corporations Public Inquiry System User Manual

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Table of Contents

Corporations Public Inquiry System User Manual

Introduction.....	1
Access Requirements.....	2
Logon Instructions.....	2
Office for Technology Subsystem Menu.....	5
Main Menu (DOSPIXMEN).....	6
Name Entry (DOSPIPREL).....	7
Custom Search (DOSPIMSRS).....	8
Return Name List (DOSPIELE).....	9
Current Status Information (DOSPIECS).....	10
Filing History Information (DOSPIEFH).....	12
Certificate Information (DOSPIECI).....	13
Merger Information Summary (DOSPIDMRG).....	15
Stock Information (DOSPIESI).....	16
Biennial Statement Administrative History (DOSPIARAH).....	17
Identify Specific Certificate under Seal (DOSPISCTP).....	18
Review Generated Certificate under Seal (DOSPICRVW).....	20
Account Activity (DOSPIACCX).....	21
Account Activity (DOSPISUMM).....	22
Status Inquiry (DOSPIACCT).....	23
Review Filings (DOSPIACCU).....	24
Review Certificates (DOSPIACCC).....	25
Resend a Certificate under Seal (DOSPIRPNT).....	26
Logoff and Disconnect Instructions.....	27
Appendix A - Certificate Codes.....	A-1
Appendix B - County Codes.....	B-1
Appendix C - Public Inquiry System Help.....	C-1
Function Key Descriptions.....	C-1
Navigation Keys.....	C-1
Copy and Paste Screen Text.....	C-2
How to Print the Screen.....	C-2

Introduction

The Department of State Division of Corporations Public Inquiry System is comprised of a number of screens which provide current and historical views of the filing history for entities on file with the Department of State Division of Corporations. This system includes the filing histories for entities whose formation or qualification documents are filed by the Department of State (i.e., most domestic and authorized foreign corporations, limited partnerships, limited liability companies, registered limited liability partnerships, and New York registered foreign limited liability partnerships).

Specifically, the Public Inquiry System includes:

- The complete filing history for each such entity which is currently active
- The complete filing history for each such entity which became inactive at any time on or after January 1, 1985
- Either the complete filing history or a partial filing history for each such entity which became inactive at any time between December 4, 1977 and December 31, 1984.
- The Public Inquiry System **does not** contain a filing history for any entity that became inactive prior to December 4, 1977; records for such entities are contained in the paper (non-computerized) files of the Department of State.

Substantial efforts have been made to ensure that the information contained within the Department of State Division of Corporations Public Inquiry System is up to date and accurate. However, the completeness or accuracy of such information is not guaranteed. If you have any questions about performing a search or the results you receive, please contact the NYS Department of State, Division of Corporations at (518) 473-2492, Monday - Friday, 9 am - 12 pm and 1 pm - 4 pm.

The Department of State Division of Corporations Public Inquiry System and all data in it are the property of the New York State Department of State . Unauthorized use or attempted unauthorized use of this system is prohibited and may constitute a federal or state crime and, as such, may result in criminal prosecution. Use of this system is permitted only by those individuals who are authorized by the New York State Department of State. Authorization is established by the issuance of a login and password.

The Public Inquiry System is available to offsite customers Monday through Friday, 8 am to 6 pm.

Each Public Inquiry System screen has a name which is displayed at the top left hand corner of each screen. Each screen has one or more options. These are displayed on the bottom of each screen with a brief description. They are executed through the associated F-key.

Every entity listed on this system has an associated alphanumeric "Certificate Code." The code describes certain characteristics of the entity including certificate type, authorization type, entity type, reservation type (if applicable) and name type. The list and explanation of codes is contained in Appendix A. A list of counties and the associated abbreviation used in the system is contained in Appendix B

The following will help to guide you through the system.

Access Requirements

To access the Department of State's Corporations Public Inquiry System, you must have the following:

- Internet access
- One of the following Internet browsers:
 - Internet Explorer (version 5 or above)
 - Mozilla Firefox
 - Google Chrome
- Your browser must have Javascript enabled
- Java runtime (<http://java.com/en/download/index.jsp>)
- A logon and password provided by DOS

If you would like to print Certificates Under Seal at your site using the Public Inquiry System, you must have an e-mail package capable of handling attachments, a printer capable of printing graphics and the Adobe Acrobat Reader, version 5.0 or later. The Adobe Acrobat Reader may be downloaded at no cost from Adobe's web site at the following URL address: <http://get.adobe.com/reader>

Logon Instructions

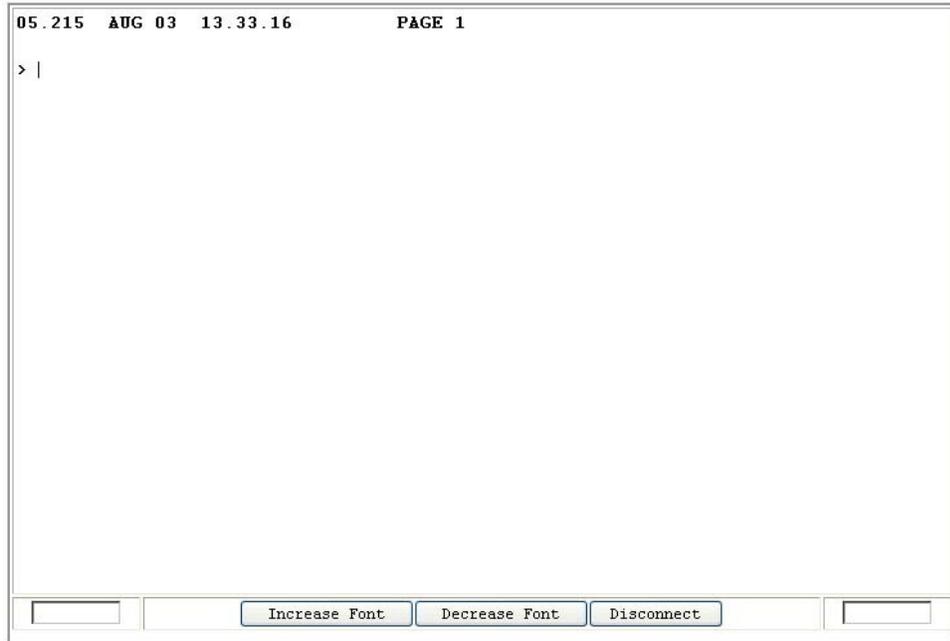
1. Start your Internet browser
2. Type the following Public Inquiry System URL address: <http://octn.dos.ny.gov>

The following web page which provides information regarding the Public Inquiry System is displayed:

The screenshot shows the website for the New York State Department of State, Division of Corporations, State Records & UCC. The page is titled "Corporations Public Inquiry System". At the top, there is a navigation bar with "New York State" and "State Agencies" links, and a search bar for "Search all of NY.gov". Below the navigation bar, there is a banner image featuring a clock and a person talking on a phone. The main content area includes a search bar for "Search DOS Website" and a "Search!" button. The text on the page describes the system's purpose and provides a list of entities included in the database. A disclaimer box states that the system's data is the property of the New York State Department of State and that unauthorized use is prohibited. A "CONNECT" button is located at the bottom of the page. On the right side, there is contact information for the NYS Department of State, Division of Corporations, and a "User Manual" button.

NOTE: If the web page is not displayed, check with your Information Technology (IT) support to see if a firewall is being used to access the internet. The firewall will need to be configured to allow access to the Public Inquiry System URL address.

3. Click the "CONNECT" button. A connection message is displayed and after a few moments, you will be prompted for the System access username and password as provided from DOS. Note, this is different from your Corporation Logon ID.
4. The web page is cleared and the following screen is displayed:



Note: The right mouse button is disabled within the browser window connected to the Public Inquiry System computer.

5. At the prompt (>) type 'LOGON' followed by a space and then your Corporation Logon ID (ie. 'LOGON DOSAGT999A') and press <ENTER>.
6. The next prompt (>) is for the password.

We recommend that you change your password the first time logging into the Public Inquiry system as well as periodically.

To change your corporation password at this prompt type your current password and new password separated by a colon and press <ENTER>. Following is an example:

CURRENT PASSWORD:NEW PASSWORD

If you are not changing your Corporation password then at the prompt (>) type in your current password and press <ENTER>.

Office for Technology Subsystem Menu

The Office for Technology subsystem menu screen will be displayed.

Please an 'X' next to DOSCISINQ and press <ENTER>to continue.

The inquiry system (DOSCISINQ) is available to off-site customers from 8 a. m. until 6 p. m. Monday through Friday.

```
New York State Office for Technology / Subsystem Selection
Monday, November 13, 2000 / 2:39 PM                      userid: DOSAGT008A
                                                            userno: 31
                                                            termid: DS27L034

you have access to the following subsystem
-----

= DOSCISINQ

-----

1=          2=          3=logoff   4=          5=          6=
7=          8=          9=         10=         11=         12=
place an 'X' next to an active subsystem and press enter, or select a PF key
```

FUNCTION KEY OPTIONS:

F3 LOGOFF: Exit the system.

Main Menu (DOSPIXMEN)

This screen allows the user to search the corporations database, review remote access account history, review the status of a transaction or resend a certificate under seal.

The user will select the desired option with an 'X' and press the ENTER key.

```
DOSPIXMEN                                N.Y.S. DEPARTMENT OF STATE                10/12/99
                                           CORPORATIONS PUBLIC INQUIRY
                                           DIVISION OF CORPORATIONS AND STATE RECORDS

                                           M A I N M E N U

                                           = Search the Corporation Database
                                           - Check Your Account Summary
                                           - Review Filings
                                           - Resend a Certificate Under Seal

                                           THIS SYSTEM IS AVAILABLE TO OFFSITE CUSTOMERS
                                           FROM 8 A.M. UNTIL 6 P.M. MONDAY THROUGH
                                           FRIDAY

INF101 - SELECT A MENU OPTION WITH AN "X" AND PRESS THE ENTER KEY
===> -----
1=          2=          3=          4=          5=          6=
7=          8=          9=          10=         11=         12=EXIT
```

FUNCTION KEY OPTIONS:

F12 EXIT: Return to Office for Technology Subsystem Menu

Name Entry (DOSPIPREL)

This screen allows the user to initiate a database search by organization name.

Name Search: Enter the name of an organization, and press the ENTER key. (If appropriate, confirm charge by pressing the ENTER key.)

CUST REF may be entered to track searches.

The default settings will limit the scope of the search to currently active *corporations, limited partnerships and limited liability companies.*

DOSPIPREL	N.Y.S. DEPARTMENT OF STATE				09/02/04
CORPORATIONS PUBLIC INQUIRY SYSTEM - NAME ENTRY					
CUST REF _____					
NAME _____					
SEARCH TYPE E NAME TYPE N REVIEW SEARCH N					
Corp, LP & LLC (E) Active only (N) No (N)					
Corporation (C) All (Y) Yes (Y)					
Ltd. Partnership (L)					
Ltd. Lib. Company (A)					
Reg. Ltd. Lib. Part. (P)					
INF101 - PROVIDE REQUIRED INFORMATION AND PRESS APPROPRIATE FUNCTION KEY					
====> _____					
1=	2=REFRESH	3=PREVIOUS	4=	5=	6=
7=	8=	9=	10=	11=	12=MAIN MENU

The search options, SEARCH TYPE and NAME TYPE, may be modified as required.

The **SEARCH TYPE** option determines which type of organization to search for. Allowable SEARCH TYPE options:

- E** Corporations, Limited Partnerships & Limited Liability Companies
- C** Corporations
- L** Limited Partnerships
- A** Limited Liability Companies
- P** Registered Limited Liability Partnerships

The **NAME TYPE** option determines whether to limit the search to currently active organization names or to include all organization names. Allowable **NAME TYPE** options:

- N** search active organization names only
- Y** search all organization names

The **REVIEW SEARCH** option determines whether the search name is to be customized. Allowable REVIEW SEARCH options:

- N** Name will searched as provided
- Y** Name will be redisplayed for customization (Custom Search Screen)

FUNCTION KEY OPTIONS:

- F2 REFRESH: Clear the name field and reset the default search options.
- F3 PREVIOUS: Return to Inquiry System Main Menu (DOSPIXMEN)
- F12 MAIN MENU: Return to Inquiry System Main Menu (DOSPIXMEN)

Custom Search (DOSPIMSRS)

This screen lists the SIGNIFICANT word(s) in the name at the top of each column along with a concatenation of those words. The number of SIGNIFICANT words is also listed. If greater than three SIGNIFICANT words exist, the additional words may be viewed by pressing F11 RIGHT or press F10 LEFT.

The words listed beneath the significant words have been established as similar.

DOSPIMSR	CORPORATIONS PUBLIC INQUIRY SYSTEM	07/28/97
CUSTOM SEARCH SCREEN		
<u>CORP NAME</u>	<u>INQUIRY</u>	<u>GUIDE COMPANY</u>
<u>DOCUMENT ID</u>	<u>CODE</u>	<u>DESCRIPTION</u>
0		MISCELLANEOUS INQUIRY
<u>SIGNIFICANT WORDS - 5</u>		
- <u>INQUIRY</u>	- <u>GUIDE</u>	- <u>COMPANY</u>
- _____	- <u>GUIDANCE</u>	- _____
- _____	- _____	- _____
- _____	- _____	- _____
- _____	- _____	- _____
- _____	- _____	- _____
- _____	- _____	- _____
- _____	- _____	- _____
INF110 - PROVIDE REQUIRED INFORMATION AND PRESS APPROPRIATE FUNCTION KEY ===>		
1=	2=REFRESH	3=PREVIOUS
4=SEARCH	5=	6=BASE WORDS
7=BACK	8=FORWARD	9=
10=LEFT	11=RIGHT	12=

Modifying Significant Words

A SIGNIFICANT word may be DELETED by placing a **D** in the space before the word and pressing the ENTER key. Note that you cannot add or change significant words.

Modifying Similar Words

SIMILAR words may be DELETED in the same manner as SIGNIFICANT words; place a **D** in the space before the word and pressing the ENTER key. SIMILAR words may be ADDED to a column by placing an **A** in the next available line, typing in the word and pressing ENTER. A SIMILAR word may also be CHANGED by typing a **C** in front of the word, typing the new word and pressing ENTER.

Phonetic and Base Word Searches

Two types of searches can be initiated from this screen: Phonetic (F4) and Base word (F6). A phonetic search will return an ordered list based on the percentage of significant words, phonetic equivalents and similar words. A base word search will return an ordered list based on the percentage of significant words.

FUNCTION KEY OPTIONS:

- | | | |
|-----|------------|---|
| F2 | REFRESH: | Restore to initial search on this screen. |
| F3 | PREVIOUS: | Return to the previous screen. |
| F4 | SEARCH: | Initiate a phonetic search. (If appropriate, confirm charge by pressing the <u>ENTER</u> key.) |
| F6 | BASEWORDS: | Initiates a base word search.(If appropriate, confirm charge by pressing the <u>ENTER</u> key.) |
| F7 | BACK: | Scroll back (up) a list of similar words. |
| F8 | FORWARD: | Scroll forward (down) a list of similar words. |
| F10 | LEFT: | Scroll left the list of significant words. |
| F11 | RIGHT: | Scroll right the list of significant words. |

Return Name List (DOSPITELE)

This screen displays the list of names which have met the search criteria. It will list up to 100 potential matches (5 per screen up to 20 screens). The list is in order by the highest probability of matching (those which contain the most equivalent words will appear at the top of the list).

Additional screens may be viewed by pressing F8 forward. To the right of each name listed is the entity's incorporation / authorization / organization

date, county of principal office (see Appendix B) and the last four characters of the certificate code (see Appendix A).

DOSPITELE		CORPORATIONS PUBLIC INQUIRY SYSTEM		01/15/99	
ACTIVE CORPORATION NAMES					
CORP NAME	INQUIRY GUIDE				
1					
<u>Name</u>		<u>Date/Cty/Type</u>			
= INQUIRY GUIDE CORPORATION		12/06/1990 ALBA DB A			
_ GUIDE SERVICE FOR THE BLIND, INC.		07/08/1954 RICH DN A			
_ TEST CUSTOMER REFERENCE NUMBER INQUIRY CORP.		07/22/1997 SARA DB A			
-				_ / _ /	
-				_ / _ /	
<u>INF101 - PROVIDE REQUIRED INFORMATION AND PRESS APPROPRIATE FUNCTION KEY</u>					
===>					
1=CERT SEAL	2=CURRENT	3=PREVIOUS	4=	5=	6=
7=BACKWARD	8=FORWARD	9=	10=	11=	12=NAME ENTRY

FUNCTION KEY OPTIONS:

- F1 CERT SEAL Type an **X** in front of the desired entity to display the Identify Specific Certificate Under Seal screen (DOSPISCTP).
- F2 CURRENT: Type an **X** in front of the desired entity to access the entity's current status information (DOSPITECS).
- F3 PREVIOUS: To return to previous screen.
- F7 BACKWARD: Move backward (up) on the list
- F8 FORWARD: Move forward (down) on the list.
- F12 NAME ENTRY: Return to Name Entry Screen (DOSPIPREL).

Current Status Information (DOSPITECS)

This screen lists the current information on the database for the entity selected. Specifically:

CURR NAME Current Name of the entity.

NAME ASSMD The date the current name was assumed or, if there was no name change, a series of asterisks (*****) will be displayed.

DOSPITECS		CORPORATIONS PUBLIC INQUIRY SYSTEM				01/15/99
CURRENT STATUS INFORMATION						
<u>CURR NAME</u> INQUIRY GUIDE CORPORATION						
<u>NAME ASSMD</u>	04/14/1995	<u>TYPE</u>	01DB A	<u>STATUS</u>	A	
<u>EFFECTIVE DATE</u>	12/31/1990	<u>BIENNIAL RPT</u>	CURRENT			
<u>ORIG NAME</u> TEST DOCUMENT INC.						
<u>INC. DATE</u>	12/06/1990	<u>COUNTY</u>	ALBA	<u>DURATION</u>	PERPETUAL	<u>JURISDICTION</u>
<u>FOR. INC.</u>	_/_/_		<u>NFP TYPE</u>			
<u>Process Name</u> THE CORPORATION						
<u>Address</u> 10 112TH STREET						
<u>City,St,Zip</u> ALBANY _____ , NY_ 12231 - ____						
<u>Chairmn Name</u> JOHN SMITH						
<u>Address</u> 10 112TH STREET						
<u>City,St,Zip</u> ALBANY _____ , NY_ 12231 - ____						
<u>INF101</u> - PRESS APPROPRIATE FUNCTION KEY FOR DESIRED ACTION						
===> =						
1=CERT SEAL	2=	3=PREVIOUS	4=LIST	5=HISTORY	6=STOCK	
7=	8=	9=NAME	10=CURR ADD	11=BIEN RPT	12=NAME ENTRY	

TYPE	The code assigned to the initial filing for this entity. See Appendix A for an interpretation and a complete list of certificate codes.
STATUS	The status of the entity. Either be "I" (inactive), "A" (active) or "S" (suspended).
STATUS MESSAGE	If the status is inactive, the event which deactivated the entity will be displayed.
EFFECTIVE DATE	The date the initial filing took effect.
BIENNIAL RPT	The biennial report filing status of the entity.
ORIG NAME	The entity name as stated in the initial filing.
INC. DATE	The Incorporation/Authorization/Organization Date of the entity.
COUNTY	The county of the principal office of the entity(see Appendix B).
DURATION	The declared ending date for the legal existence of the entity.
JURISDICTION	The state or country where a foreign business is incorporated / organized.
FOR. INC.	The foreign incorporation date. The date the entity was formed in its place of jurisdiction.
NFP TYPE	If the entity is a not for profit, it's type will be listed. Valid types are A, B, C or D. If N is listed, no type was designated.

PROCESS ADDRESS The current name and address designated by the business entity to receive service of process.

CHAIRMAN ADDRESS The current chairman name and address, if applicable.

FUNCTION KEY OPTIONS:

- F1 CERT SEAL: Type an **X** in front of the desired entity to display the Identify Specific Certificate Under Seal screen (DOSPISCTP).
- F3 PREVIOUS: To return to previous screen.
- F4 LIST: To return to the list of probable matches (DOSPITELE).
- F5 HISTORY: Display FILING HISTORY INFORMATION (DOSPITEFH)
- F6 STOCK: Display CURRENT STOCK INFORMATION (DOSPITESI).
- F9 NAMES: Display NAME HISTORY SCREEN (DOSPINMHT).
- F10 CURR ADD: Display CURRENT ADDRESS SCREEN
- F11 ANN RPTS: Display BIENNIAL STATEMENT ADMINISTRATIVE HISTORY
- F12 NAME ENTRY: Return to NAME ENTRY SCREEN (DOSPIPREL)

INACTIVE STATUS PHRASES

Surrendered	An authorized foreign entity surrendered its authority to do business in New York State
Dissolved by Proclamation	A corporation becomes subject to dissolution by proclamation for failure to pay franchise taxes and/or file tax reports with the New York State Department of Taxation and Finance within a required time-frame.
Annulment of Authority	A foreign corporation becomes subject to annulment of authority for failure to pay franchise taxes and/or file tax reports with the New York State Department of Taxation and Finance within a required time-frame.
Merged Out	A domestic or authorized foreign entity merged out of existence.
Consolidated	A domestic or authority foreign entity consolidated into a new entity.
Dissolution	An entity voluntarily dissolved.
Terminated	An authorized foreign entity terminated its existence in its home state.
Judicial Dissolution	Dissolution ordered by the Supreme Court
Revoked	The registration of a domestic registered limited liability partnership (RLLP) or New York registered foreign limited liability partnership (NYRFLLP) is revoke because it did not timely file its LLP Statement.
Withdrawal	A RLLP or NYRFLLP terminates its status as a RLLP or NYRFLLP.
Suspended	An entity's authority to do business is suspended for failure to file a certificate of amendment or change providing for a new address for service of process.
Cancellation	A domestic LP has cancelled its certificate of limited partnership

Filing History Information (DOSPITEFH)

This screen contains a chronological list of filings belonging to the selected entity. A maximum of 50 filings may be displayed. Information on entities that contain more than 50 filings may be obtained by contacting the Department of State.

Filings are listed in chronological order (10 filings per screen for 5 screens). DATE Filed, DOS MICROFILM # and CERTIFICATE CODE (see Appendix A) and document description are listed for each filing.

DOSPITEFH		CORPORATIONS PUBLIC INQUIRY SYSTEM				01/15/99
FILING HISTORY INFORMATION						
ORG. NAME	INQUIRY GUIDE	CORPORATION				
TYPE	NUM OF DOCS	STATUS	COUNTY	NFP TYPE	JURISDIC	
DOM BUS	3	A	ALBA			
DATE	MICROFILM #	CODE	DESCRIPTION			
= 04/19/1995	950419002000	32DB A	PRO CHR LOC			
- 04/14/1995	950414000300	06DB A	PRO STK NME			
- 12/06/1990	901206000001	01DB A	INCORPORATION (DOM. BUSINESS)			
- / /						
- / /						
- / /						
- / /						
- / /						
- / /						
- / /						
INF101 - PROVIDE REQUIRED INFORMATION AND PRESS APPROPRIATE FUNCTION KEY						
====>						
1=	2=CURRENT	3=PREVIOUS	4=LIST	5=MERGER	6=STOCK	
7=BACKWARD	8=FORWARD	9=CO DETAIL	10=	11=CONVER	12=NAME ENTRY	

(Please note: Corporations which went out of existence prior to 12/31/84 may not have a complete history on this database. Additional information may be available from the Department of State's manual inactive files.)

To view detailed information for a specific filing, place an **X** in front of the record to be viewed and press <ENTER>. This will display the Certificate Information screen (DOSPITECI), described in the following section.

FUNCTION KEY OPTIONS:

- F2 CURRENT: To return to CURRENT STATUS SCREEN (DOSPITECS)
- F3 PREVIOUS: To return to previous screen.
- F4 LIST: To return to the list of probable matches (DOSPITELE)
- F5 MERGER: Type an **X** in front of the desired filing to access the associated merger/consolidation information MERGER INFORMATION SCREEN (DOSPIDMRG)
- F6 STOCK: Display CURRENT STOCK INFORMATION (DOSPITESI). Type an **X** in front of the desired filing to access historical stock information
- F7 BACKWARD: Move backward (up) on the list
- F8 FORWARD: Move forward (down) on the list.
- F9 CO DETAIL: Display COURT ORDER DETAIL SCREEN (DOSPDCOD)
- F12 NAME ENTRY: Return to NAME ENTRY SCREEN (DOSPIPREL)

Certificate Information (DOSPITECI)

This screen lists the following information as stated on the filing selected on DOSPITEFH:

ORG. NAME Entity Name stated on the accessed document..

CERT CODE (see Appendix A).

DESCRIPTION Associated with CERT CODE

DOSPITECI		CORPORATIONS PUBLIC INQUIRY SYSTEM		01/15/99	
CERTIFICATE INFORMATION					
<u>ORG. NAME</u> TEST DOCUMENT INC.					
<u>CERT CODE</u>	<u>DESCRIPTION</u>	<u>MICROFILM #</u>	<u>DATE FILED</u>		
01 D B A	INCORPORATION (DOM. BUSINESS)	901206000001	12/06/1990		
<u>STK</u>	<u>CTY</u>	<u>DUR</u>	<u>PUR</u>	<u>FID</u>	<u>FJR</u>
<u>CNTY</u>	<u>NFP TYPE</u>	<u>LAH</u>	<u>EFFECT DATE</u>	<u>DURAT DATE</u>	<u>FR INC DTE</u>
ALBA	1503 BCL		12/31/1990	*****	*****
<u>FICT NAME</u>					
<u>PROCESS INFORMATION</u>			<u>REGISTERED AGENT</u>		
<u>NAME</u>	TEST DOCUMENT INC.		JOHN SMITH		
<u>ADDRESS</u>	1245 FIFTH AVENUE		1234 105TH AVENUE		
	APT 2		APT 2		
<u>CITY,ST</u>	ALBANY		, NY	ALBANY	, NY
<u>ZIP</u>	56789	-		56789	-
<u>INF101 - PLEASE PRESS APPROPRIATE FUNCTION KEY FOR DESIRED ACTION</u>					
====> -					
1=	2=CURRENT	3=PREVIOUS	4=ERROR	5=	6=
7=	8=	9=	10=	11=	12=NAME ENTRY

MICROFILM # Assigned to the accessed document.

DATE FILED Date accepted by NYSDOS

Amendment flags

An X will appear under information amended by the accessed document.:

STK - Stock	CTY - County	DUR - Duration
PUR - Purposes	FID - Foreign Incorporation Date)	FJR - Foreign Jurisdiction
PRO - Process Address	NFP - Not-For-Profit Type	R-A - Registered Agent
NME - Name	FNM - Fictitious name	PRV - Provisions
RES - Restated	AND - Administrative Name Change	APT - Add Partner
WPT - Withdraw partner		

CNTY The county of the principal office stated on the accessed document

NFP TYPE Not For Profit type stated on the accessed document

LAW The **law** under which the accessed document was filed (if after 07/30/1990).

EFFCT DATE Effective Date or Existence Date, if applicable. Filings received after 07/30/1990 will have the Effective or Existence Date listed; records filed prior to that date will only list effective dates if different than filing date.

DURAT DATE Duration Date

FR INC DTE Foreign Incorporation Date

JRSDTN Foreign Jurisdiction

FICT NAME Fictitious Name

PROCESS INFORMATION Service of Process Name and Address

REGISTERED AGENT Registered Agent Name and Address

FUNCTION KEY OPTIONS:

F2 CURRENT: Return to CURRENT STATUS SCREEN (DOSPIECS)

F3 PREVIOUS: Return to previous screen.

F4 ERROR: Display ERROR SCREEN (DOSPIERRR)

F12 NAME ENTRY: Return to NAME ENTRY SCREEN(DOSPIPREL)

Merger Information Summary (DOSPIDMRG)

This screen lists the name and type of the constituents for the merger/consolidation record. If no constituents are listed, this information is not available on the system but may be obtained through the Department of State by copy request or by viewing the microfilm.

DOSPIDMRG		CORPORATIONS PUBLIC INQUIRY SYSTEM		01/15/99	
MERGER INFORMATION SUMMARY					
<u>Survivor</u>	INQUIRY GUIDE CORPORATION			<u>Eff Date</u>	04/14/1995
<u>Previous</u>	TEST DOCUMENT INC.				
<u>Microfilm #</u>	<u>Code</u>	<u>Description</u>	<u>Date Filed</u>		
950414000300	06	MERGER (DOM. BUSINESS)	04/14/1995		
<u>Constituent Names</u>				<u>Corp Type</u>	
INQUIRY SAMPLE CORPORATION				DB A	
_____				_____	
_____				_____	
_____				_____	
_____				_____	
<u>INF101 - PRESS APPROPRIATE FUNCTION KEY FOR DESIRED ACTION</u>					
===> _					
1=	2=	3=PREVIOUS	4=	5=	6=
7=BACKWARD	8=FORWARD	9=	10=	11=	12=

FUNCTION KEY OPTIONS:

- F3 PREVIOUS: To return to previous screen.
- F7 BACKWARD: Move backward (up) on the list
- F8 FORWARD: Move forward (down) on the list.

Stock Information (DOSPITESI)

This screen displays the current stock information. It contains the **NUMBER OF SHARES**, **TYPE OF STOCK** and **VALUE PER SHARE**.

DOSPITESI			CORPORATIONS PUBLIC INQUIRY SYSTEM			01/15/99		
CURRENT STOCK INFORMATION								
CORP NAME INQUIRY GUIDE CORPORATION								
DATE 04/14/1995			MICROFILM # 950414000300					
NUMBER OF SHARES	TYPE OF STOCK	VALUE PER SHARE						
1	PV	100.000000						
2	NPV							
3	NPV							
4	PV	400.000000						
INF101 - PLEASE PRESS APPROPRIATE FUNCTION KEY FOR DESIRED ACTION								
==> -								
1=	2=CURRENT	3=PREVIOUS	4=	5=	6=			
7=	8=	9=	10=	11=	12=			

FUNCTION KEY OPTIONS:

- F2 CURRENT: Return to CURRENT STATUS SCREEN (DOSPITECS)
- F3 PREVIOUS: Return to previous screen.

Identify Specific Certificate under Seal (DOSPICTP)

This screen for non-agency users displays the types of certificate under seal that may be printed off-site. The valid choices for a particular entity are those that have highlighted descriptions.

The user will select the desired certificate type with an 'X' and press the ENTER key. A brief description of the types of certificates is listed below.

CERTIFICATE TYPES:

DOSPICTP		CORPORATIONS PUBLIC INQUIRY SYSTEM		06/20/00	
IDENTIFY SPECIFIC CERTIFICATE UNDER SEAL TYPE					
Corp Name	INQUIRY GUIDE CORPORATION				
C/S Types:	<ul style="list-style-type: none"> _ All Amendments (Cert. of Status) _ Dissolution _ Erroneous Entry _ Good Standing - Long _ Good Standing - Short _ Registered Limited Liability Partnership _ Merger 				
<p><u>INF100 - SELECT ONE OF THE HIGHLIGHTED MENU OPTIONS WITH AN "X" AND PRESS</u> <u>===> _____ THE ENTER KEY</u></p>					
1=	2=	3=PREVIOUS	4=	5=	6=
7=	8=	9=	10=	11=	12=NAME ENTRY

All Amendments (Cert. Of Status) - chosen when a certificate is required to list every filing regardless of whether an entity is active or inactive. This certificate does not state whether the entity is subsisting.

Dissolution - chosen when a certificate is required showing just the dissolution or surrender of authority filings of an entity.

Erroneous Entry - chosen when a certificate is required showing that an erroneous filing has been made to an entity.

Good Standing - Long - chosen when a certificate is required showing the complete history of an entity and that the entity is currently subsisting. However, if a Good Standing - Long certificate is requested and the entity has a restated filing, the certificate will only reflect the name changes and filings subsequent to the restated filing.

Good Standing - Short - chosen when a certificate is required showing the original name along with any name changes for an entity and that the entity is currently subsisting.

Registered Limited Liability Partnership - chosen when a certificate of fact is required for a Registered Limited Liability Partnership. Since Registered Limited Liability Partnerships are only registered with the Department of State, a certificate of fact will not state whether the entity is subsisting.

Merger - chosen when a certificate is required stating a specific merger was filed for an entity.

Certificates may not be produced online if the entity is a foreign cooperative business or a foreign religious organization, or if the entity contains one or more of the following types of filings:

- court ordered annulment
- reincorporation
- condominium declaration
- board of regents consolidation

Certificates for these entities must be produced on site at the Department of State.

FUNCTION KEY OPTIONS:

F3 PREVIOUS: Return to previous screen.

F12 NAME ENTRY: Return to Name Entry Screen (DOSPIPREL)

Review Generated Certificate under Seal (DOSPICRVW)

This screen for non-agency users displays the text for the certificate under seal selected on the previous screen. If there are more than eleven lines of text, the additional lines may be viewed by pressing F8 FORWARD.

The user will send the certificate via e-mail by pressing F9 ACCEPT, pressing F9 ACCEPT again to confirm and then pressing the ENTER key after noting the e-mail address and request number.

```
DOSNICRVW          CORPORATIONS PUBLIC INQUIRY SYSTEM          06/03/98
                REVIEW GENERATED CERTIFICATE UNDER SEAL
-----
Corp Name  INQUIRY GUIDE CORPORATION

I hereby certify, that a diligent examination has been made of the
corporate index for certificates filed by this Department by TEST
DOCUMENT INC. and that upon such examination the following has been filed
with this office:

A Certificate of Incorporation of TEST DOCUMENT INC. was filed on
12/06/1990.

A Certificate of Merger and Name Change, changing name to INQUIRY GUIDE
CORPORATION was filed on 04/14/1995.

INF101 - REVIEW OUTPUT AND PRESS THE APPROPRIATE PF KEY
====>  =-----
1=      2=      3=PREVIOUS  4=      5=      6=
7=BACKWARD  8=FORWARD  9=ACCEPT  10=     11=     12=NAME ENTRY
```

The certificate will arrive as an attachment to the e-mail. The attachment should be opened (or launched, depending on the user's e-mail package), which will display the certificate using the Adobe Acrobat Reader software installed on the PC. The certificate may then be printed by sending it to a graphics printer.

FUNCTION KEY OPTIONS:

- F3 PREVIOUS: Return to previous screen.
- F7 BACKWARD: Scroll backward (up) the text of the certificate.
- F8 FORWARD: Scroll forward (down) the text of the certificate.
- F9 ACCEPT: Send the certificate. Pressed a second time to confirm.
- F12 NAME ENTRY: Return to Name Entry Screen (DOSPIPREL).

Account Activity (DOSPIACCX)

This screen for non-agency users displays the current account balance and recent daily account activity for the current user account.

The user will select the desired date with an 'X' and press the ENTER key

The user may jump to a specific page on the list by entering the page numbers and pressing the ENTER key. (Available when appropriate.)

DOSPIACCX		N.Y.S. DEPARTMENT OF STATE CORPORATIONS PUBLIC INQUIRY		09/25/98	
DIVISION OF CORPORATIONS AND STATE RECORDS					
<u>ACCOUNT BALANCE</u>		\$4,497.75		ACCOUNT ACTIVITY	
<u>DATE</u>	<u>SESSIONS</u>	<u>SEARCHES</u>	<u>\$</u>	<u>FEEES</u>	
= 09/25/98	2	3		2.25	
<u>INF001 - FOR SESSION INFO SELECT DATE WITH 'X' AND PRESS ENTER</u>					
===>					
1=	2=	3=PREVIOUS	4=	5=	6=
7=	8=	9=	10=	11=	12=MAIN MENU

FUNCTION KEY OPTIONS:

- F3 PREVIOUS: Return to previous screen.
- F7 BACKWARD: Move backward (up) on the list
- F8 FORWARD: Move forward (down) on the list.
- F12 MAIN MENU: Return to Inquiry System Main Menu (DOSPIXMEN).

Account Activity (DOSPISUMM)

(Daily Details)

This screen for non-agency users displays a breakdown by transaction of the activity for the current user account for the date selected on the previous screen.

The user may jump to a specific page on the list by entering the page numbers and pressing the ENTER key. (Available when appropriate.)

DOSPISUMM		N.Y.S. DEPARTMENT OF STATE		CORPORATIONS PUBLIC INQUIRY		02/22/99	
DIVISION OF CORPORATIONS AND STATE RECORDS							
01/25/99 SEARCHES							
				\$ FEES:		0.75	
<u>CUST REF</u>	<u>DOCUMENT ID</u>	<u>* NAME</u>		<u>LOGON</u>			
NEWJCL	990125006073	S HURRY CURRY		DVSAGT008A			
 <u>INF001 - PLEASE PRESS APPROPRIATE PF KEY FOR DESIRED ACTION</u>							
===> =_____							
1=	2=	3=PREVIOUS	4=CERTS	5=	6=		
7=	8=	9=	10=	11=	12=MAIN MENU		

FUNCTION KEY OPTIONS:

F3	PREVIOUS:	Return to previous screen.
F4	CERTS/SEARCHES:	Toggle between display of certificates and searches.
F7	BACKWARD:	Move backward (up) on the list
F8	FORWARD:	Move forward (down) on the list.
F12	MAIN MENU:	Return to Inquiry System Main Menu (DOSPIXMEN).

Status Inquiry (DOSPIACCT)

This screen for non-agency users allows the user to initiate a search for recently processed transactions by CUSTOMER REFERENCE NUMBER .

The user will enter the customer reference number, select whether to search for filings or certificates and press the ENTER key.

```
DOSPIACCT                N.Y.S DEPARTMENT OF STATE                09/28/98
                        CORPORATIONS PUBLIC INQUIRY
-----
                        DIVISION OF CORPORATIONS AND STATE RECORDS

                        S T A T U S   I N Q U I R Y

                        CUST REF:  _

                        GENERAL FILINGS:  _  CERTIFICATE PRINTS:  _

INF001 - PROVIDE REQUIRED INFORMATION AND PRESS APPROPRIATE FUNCTION KEY
===>
1= _____ 2=REFRESH  3=PREVIOUS  4=          5=          6=
7=          8=          9=          10=         11=         12=MAIN MENU
```

FUNCTION KEY OPTIONS:

- F2 REFRESH: Clear the CUST REF field
- F3 PREVIOUS: Return to previous screen.
- F12 MAIN MENU: Return to Inquiry System Main Menu (DOSPIXMEN)

Review Filings (DOSPIACCU)

This screen for non-agency users displays information associated with the filings associated with the Customer Reference Number provided in DOSPIACCT.

```
DOSPIACCU                N.Y.S. DEPARTMENT OF STATE                04/28/98
                        CORPORATIONS PUBLIC INQUIRY
-----
                        DIVISION OF CORPORATIONS AND STATE RECORDS

                        R E V I E W   F I L I N G S

                        CUST REF:      CUST REF #
                        DOCUMENT ID:    980428006005
                        CORPORATION:    ANOTHER TEST SEARCH CORP
                        DESCRIPTION:    NAME SEARCH
                        PROCESS DATE:    04/28/1998
                        FILED BY:       DVSAGT005A
                        FILM #:         N/A
                        CASH #:         980428006001
                        STATUS:         ACCEPTED

INF001 - PLEASE PRESS APPROPRIATE PF KEY FOR DESIRED ACTION
====>
1=          2=          3=PREVIOUS  4=          5=          6=
7=          8=          9=         10=         11=         12=MAIN MENU
```

FUNCTION KEY OPTIONS:

- F3 PREVIOUS: Return to previous screen.
- F7 BACKWARD: Move backward (up) on the list
- F8 FORWARD: Move forward (down) on the list.
- F12 MAIN MENU: Return to Inquiry System Main Menu (DOSPIXMEN)

Review Certificates (DOSPIACCC)

This screen for non-agency users displays information associated with the certificates associated with the Customer Reference Number provided in DOSPIACCT.

```
DOSPIACCC                N.Y.S. DEPARTMENT OF STATE                09/28/98
                        CORPORATIONS PUBLIC INQUIRY
-----
                        DIVISION OF CORPORATIONS AND STATE RECORDS

                        R E V I E W   C E R T I F I C A T E S

                        CUST REF:    TEST
                        REQUEST #:    199809250005
                        CORPORATION:  INQUIRY GUIDE CORPORATION
                        DESCRIPTION:  CERTIFICATE OF STATUS
                        PROCESS DATE:  09/25/1998
                        FILED BY:     DVSAGT008A
                        CASH #:        199809250005
                        COPIES:        001

INF001 - PLEASE PRESS APPROPRIATE PF KEY FOR DESIRED ACTION
====>  _____
1=      2=      3=PREVIOUS  4=      5=      6=
7=      8=      9=      10=     11=     12=MAIN MENU
```

FUNCTION KEY OPTIONS:

- F3 PREVIOUS: Return to previous screen.
- F7 BACKWARD: Move backward (up) on the list
- F8 FORWARD: Move forward (down) on the list.
- F12 MAIN MENU: Return to Inquiry System Main Menu (DOSPIXMEN)

Resend a Certificate under Seal (DOSPIRPNT)

This screen for non-agency users allows the user to resend a certificate under seal using the request number provided on the review generated certificate under seal screen (DOSNICRVW) when the certificate was first requested. Request numbers are also listed on the account activity (session) screen (DOSPISUMM). Certificates may be resent for the current and previous business days at no additional charge.

DOSPIRPNT	N.Y.S. DEPARTMENT OF STATE CORPORATIONS PUBLIC INQUIRY	04/13/99			
DIVISION OF CORPORATIONS AND STATE RECORDS					
R E S E N D A C E R T I F I C A T E U N D E R S E A L					
REQUEST NUMBER: 19990413 - _					
REQUEST NUMBER: 19990412 - _					
INF001 - ENTER ONE REQUEST NUMBER AND PRESS THE ENTER KEY					
===> _____					
1=	2=REFRESH	3=PREVIOUS	4=	5=	6=
7=	8=	9=	10=	11=	12=MAIN MENU

The user will enter the request number and press the ENTER key.

FUNCTION KEY OPTIONS:

- | | | |
|-----|------------|---|
| F2 | REFRESH: | Clear the request number field. |
| F3 | PREVIOUS: | Return to previous screen. |
| F12 | MAIN MENU: | Return to the Inquiry System Main Menu (DOSPIXMEN). |

Logoff and Disconnect Instructions

To logoff and disconnect from the Public Inquiry System do the following:

1. Return to the following Main Menu screen:

```
DOSPIXMEN                N.Y.S. DEPARTMENT OF STATE                10/12/99
                        CORPORATIONS PUBLIC INQUIRY
                        DIVISION OF CORPORATIONS AND STATE RECORDS

                        M A I N   M E N U

                        = Search the Corporation Database
                        - Check Your Account Summary
                        - Review Filings
                        - Resend a Certificate Under Seal

                        THIS SYSTEM IS AVAILABLE TO OFFSITE CUSTOMERS
                        FROM 8 A.M. UNTIL 6 P.M. MONDAY THROUGH
                        FRIDAY

INF101 - SELECT A MENU OPTION WITH AN "X" AND PRESS THE ENTER KEY
====> -----
1=          2=          3=          4=          5=          6=
7=          8=          9=          10=         11=         12=EXIT
```

2. From the Main Menu screen press the F12 key. The following screen is displayed:

```
New York State Office for Technology / Subsystem Selection
Monday, November 13, 2000 / 2:39 PM                userid: DOSAGT008A
                                                    userno: 31
                                                    termid: DS27L034

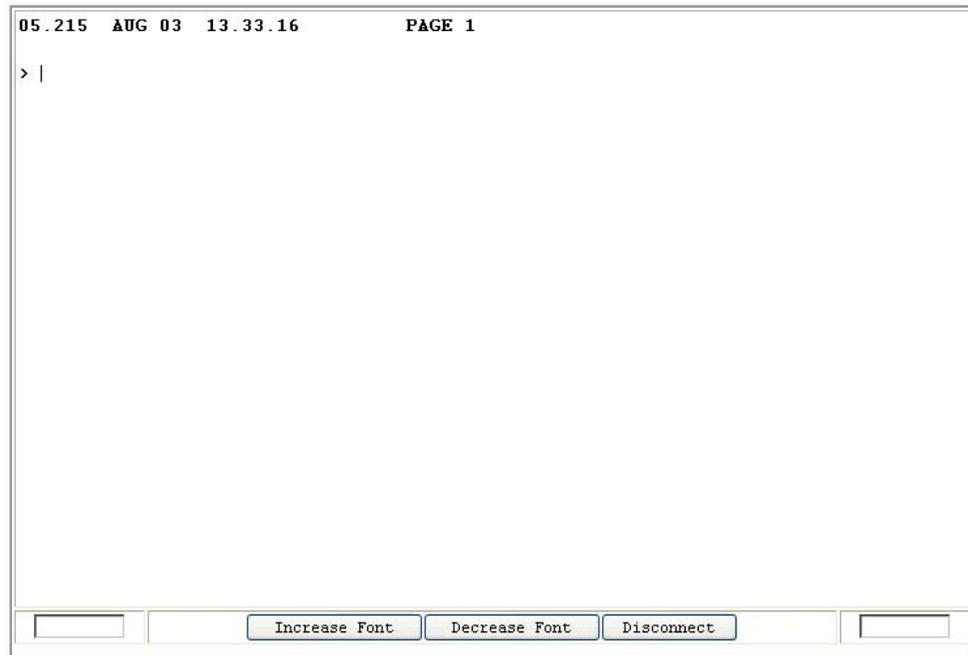
you have access to the following subsystem
-----

= DO SCISINQ

-----

1=          2=          3=logoff    4=          5=          6=
7=          8=          9=          10=         11=         12=
place an 'X' next to an active subsystem and press enter, or select a PF key
```

3. Press the F3 key to logoff from the Public Inquiry System. The screen is cleared and the login prompt is displayed.



4. Logging off does not disconnect you from the Public Inquiry System computer. If you do not need to log back into the Public Inquiry system computer click the Disconnect button or close the browser window. Clicking the disconnect button will display the message Host Connection Terminated.

Appendix A - Certificate Codes

The Certificate Code is composed of a six (6) character alphanumeric field which is composed of certificate type, authorization type, entity type, reservation type (usually blank) and name type. The meaning of each code is listed below.

<u>Code</u>	<u>Certificate Type</u>
01	Incorporation, Application for Authority, Notice of Registration, Articles of Organization
02	Amendment
03	Surrender of Authority
04	Dissolution by Proclamation, Annulment of Authority
05	Certificate of Correction
06	Merger
07	Consolidation
08	Designation / Designation (Franchise)
09	Annulment of Dissolution
10	Dissolution
11	Election of Trustees
12	Joint Stock Association
13	General Association
14	Name Reservation
15	Takeover Dissolution
16	Exchange of Shares
17	Annual Report
18	Court Order annulment
19	Erroneous Entry
20	Dissolution of Joint Stock
21	Public Authority Law
22	Election of Trustees - Reorganization
23	Designation General Association Law - Amendment
24	Cancellation of Annulment of Authority
25	Certificate of Compliance
26	Termination
27	Certificate of Change
28	Governmental Agency

29	Navigation Law
30	Certificate of Adoption
31	Affidavit of Publication
32	Biennial Statement
33	Re-incorporation
34	Certificate of Conversion
35	Judicial Dissolution
37	Revocation of Registration
38	Certificate of Consent
39	Notice of Withdrawal
40	Cancellation
41	Resignation of Registered Agent
42	Order of Dissolution
43	Condominium Declaration
44	Resignation for Receipt of Process
45	Certificate of Change of Address
46	Redevelopment Company
47	Certificate of Type
48	Biennial Statement Amendment
49	Certificate of Publication

The next four codes, Authorization Type, Entity Type, Reservation Type, and Name Type are represented by an alpha code.

The first position alpha code will be for the Authorization Type, with one letter representing a type of authorization.

AUTHORIZATION TYPE

D - Domestic

F - Foreign

U - Unauthorized

The second position alpha code will be for the Business Type, with one letter representing the type of entity.

ENTITY TYPE

- A** - Limited Liability Company
- B** - Business Corporation
- C** - Cooperative Corporation
- L** - Limited Partnership
- N** - Not-for-profit Corporation
- P** - Registered Limited Liability Partnership
- R** - Religious Corporation
- S** - Professional Limited Liability Company

The third position alpha code will be for the Reservation Type, with one letter representing the type of reservation.

RESERVATION TYPE

- N** - New
- E** - Extension
- C** - Cancellation
- D** - Reserved for dissolution by proc
- Q** - Name Change
- A** - Annulment

The fourth alpha code will be for the name type regarding Actual or Fictitious name.

NAME TYPE

- A** - Actual name
- F** - Fictitious name

Appendix B - County Codes

ALBA	ALBANY	NIAG	NIAGARA
ALLE	ALLEGANY	ONEI	ONEIDA
BRON	BRONX	ONON	ONONDAGA
BROO	BROOME	ONTA	ONTARIO
CATT	CATTARAUGUS	ORAN	ORANGE
CAYU	CAYUGA	ORLE	ORLEANS
CHAU	CHAUTAUQUA	OSWE	OSWEGO
CHEM	CHEMUNG	OTSE	OTSEGO
CHEN	CHENANGO	PUTN	PUTNAM
CLIN	CLINTON	QUEE	QUEENS
COLU	COLUMBIA	RENS	RENSSELAER
CORT	CORTLAND	RICH	RICHMOND
DELA	DELAWARE	ROCK	ROCKLAND
DUTC	DUTCHESS	STLA	SAINT LAWRENCE
ERIE	ERIE	SARA	SARATOGA
ESSE	ESSEX	SCHE	SCHENECTADY
FRAN	FRANKLIN	SCHO	SCHOHARIE
FULT	FULTON	SCHU	SCHUYLER
GENE	GENESEE	SENE	SENECA
GREE	GREENE	STEU	STEUBEN
HAMI	HAMILTON	SUFF	SUFFOLK
HERK	HERKIMER	SULL	SULLIVAN
JEFF	JEFFERSON	TIOG	TIOGA
KING	KINGS	TOMP	TOMPKINS
LEWI	LEWIS	ULST	ULSTER
LIVI	LIVINGSTON	WARR	WARREN
MADI	MADISON	WASH	WASHINGTON
MONR	MONROE	WAYN	WAYNE
MONT	MONTGOMERY	WEST	WESTCHESTER
NASS	NASSAU	WYOM	WYOMING
NEWY	NEW YORK	YATE	YATES

Appendix C - Public Inquiry System Help

Function Key Descriptions

Following is a description of the function keys displayed at the bottom of the Public Inquiry System screen:

Function Key	Description
Increase Font	Increases the font size of the text and screen.
Decrease Font	Decreases the font size of the text and screen.
Disconnect	Ends the connection to the Public Inquiry System. A message is displayed that the host connection has been terminated.

Navigation Keys

Following is a description of the navigation keys:

Navigation Key	Description
Tab	Jumps to the next input field.
Shift+Tab	Jumps to the previous input field.
Home or Page Up	Moves blinking cursor to the beginning of the input field.
End or Page Down	Moves blinking cursor to the end of the input field.
Left Arrow	Moves blinking cursor within the input field one character to the left.
Right Arrow	Moves blinking cursor within the input field one character to the right.
Up and Down Arrow	Not applicable.
Backspace	Moves blinking cursor within the input field one character to the left while deleting the character.

Copy and Paste Screen Text

Text displayed on Public Inquiry System screens can be copied and pasted into another application such as a text editor. Do the following:

1. Using the mouse, highlight the screen text that is going to be copied.
2. To copy the text, press and hold the **Ctrl** key, press the **C** key then release both keys.
3. Open the application where the copied text will be pasted to.
4. To paste the text, Press and hold the **Ctrl** key, press the **V** key then release both keys.

How to Print the Screen

Use your browser's Print function to print the screen displayed by the Public Inquiry System. If the entire screen is not printed on the page, decrease the screen's font size and print the screen again.