

## APPENDIX J

### Principal Office Under QAP Sections IV(D)(1)(d) and (F)(2)

Sections IV(D)(1)(d) and (F)(2) of the 2013 Qualified Allocation Plan award points based on the Applicant's and general contractor's (respectively) "principal office" being in North Carolina. Under N.C.G.S. § 55-1-40, principal office is defined as the office

where the principal executive offices of a domestic or foreign corporation are located, as designated in its most recent annual report filed with the Secretary of State or, in the case of a domestic or foreign corporation that has not yet filed an annual report, in its articles of incorporation or application for a certificate of authority, respectively.

The Agency will use this definition as well as what the Secretary of State has provided in its Guidelines to Incorporating:

A principal office is the location where the business has its office or where the business records are kept if no such business office exists. If the company has a principal office upon creation, the Articles of Organization must identify the complete street address of that office, along with the county in which it is located. The articles of organization must also state the complete mailing address of the principal office if the mailing address is different from the street address. The annual report requires a principal office location.

In order to receive points under Sections IV(D)(1)(d) or (F)(2) as a corporation (including nonprofits), limited partnership, or limited liability company, the full application will need to include the Articles of Incorporation and most recent Secretary of State filings for the Applicant and/or general contractor.

Where the Applicant is an individual, the full application must include one of the following documents identifying the Applicant and physical address:

- copy of deed or record of most recent mortgage statement
- copy of current lease
- utility bill within the past 30 days, including gas, water, electric, land line telephone or cable
- current vehicle registration
- vehicle tax bill
- property tax bill

Please do not provide documents which contain a social security number, driver's license number or bank account number.

The Agency may request additional information, such as submissions to other states' allocating agencies, and may conduct unannounced visits to the office location.