



# Notice **Instructions**

## FROM THE MISSOURI ATTORNEY GENERAL'S OFFICE

Before completing the form, please carefully read these instructions.

1. Type or legibly print in black ink each response.
2. Complete all sections of the form. If a section is not applicable, state this and specify the reason. Incomplete forms may delay processing.
3. Attach additional pages if more space is needed. Reference the relevant section on the top of each page.
4. Mail form to:  
Missouri Attorney General's Office  
NPC unit  
815 Olive, Suite 200  
St. Louis, MO 63101

If you have any questions, please contact the Nonprofit Corporations Unit at 573-751-3321.

### **Additional instructions for notice of dissolution form**

Chapter 355 of the Missouri Revised Statutes describes the process for dissolving a Missouri not-for-profit corporation. The corporation must give the Attorney General notice of the dissolution at or before the time it delivers articles of dissolution to the Secretary of State. Notice should include a copy or summary of the plan of dissolution, and details regarding the vote of the directors and members on the issue of dissolution.

The corporation also must provide notice to the Attorney General 20 days before the transfer or conveyance of assets as part of the dissolution. When the transfer or conveyance is complete, the board of directors must deliver to the Attorney General a list showing those, other than creditors, to whom the assets were transferred, including the address of each entity that received assets and what assets each received.

If the organization incorporated but never elected directors, accepted members, acquired assets nor conducted business, the original incorporators may vote to dissolve and may provide notice to the Attorney General.

The corporation may complete and file the notice of dissolution form — available from the Attorney General's Office or on its Web site, [www.ago.mo.gov](http://www.ago.mo.gov) — in satisfaction of these notice requirements.