

**Sec. 3-99a-2. Definitions**

As used in sections 3-99a-1 through 3-99a-11 of these regulations:

(a) “Division” means the Commercial Recording Division of the Office of the Secretary of the State.

(b) “Expedited Service” shall mean the completion of a request within twenty-four hours of its receipt by the Division, except in those cases where the twenty-four hour period for performance as described in section 3-99a-7 of these regulations ends on a Saturday, Sunday, holiday or day on which the division is not open for business, in which case the twenty-four hour period shall be extended to the appropriate hour of the next succeeding business day on which the division is open for business.

(c) “Request” means a specific directive to process one or more transactions, as defined in section 3-99a-2 of these regulations, on an expedited basis. Requests shall be made on a form prescribed by the Secretary of the State which shall set forth: (1) the name of the entity or organization, such as a corporation, limited partnership, limited liability company or limited liability partnership which identifies the subject matter of the transaction; (2) the name of the person submitting the request; (3) any other information the Secretary of the State may deem necessary and proper to perform his duties under these regulations. Only one entity or organization shall be named in each request.

(d) “Secretary of the State” means Secretary of the State of Connecticut.

(e) “Person” means any natural person, individual, limited partnership, partnership, corporation, limited liability company, limited liability partnership, association, union, governmental subdivision, public or other organization capable of suing or being sued in a court of law.

(f) “Mail” means any request for expedited service delivered to the division by the United States Postal Service or any courier service in the delivery business.

(g) “Transaction” means any submission under section 3-99a-3 (a) of these regulations for which a distinct fee has been established by the titles and sections of the Connecticut General Statutes referenced in section 3-99a-3a of these regulations, except that the simultaneous submission of a certificate of incorporation and an organization and first report under a single corporate name pursuant to Title 33 of the Connecticut General Statutes or of a transfer of reserved name and filing which uses that name under either Title 33 or Title 34 of the Connecticut General Statutes shall be considered one transaction.

(h) “Public service counter” means the counter over which the Division receives requests in hand located at 30 Trinity Street, Hartford, CT.

(Effective December 30, 1986; Amended May 13, 1998)