

STATE OF MAINE
DIVISION OF CORPORATIONS AND UCC
UNIFORM COMMERCIAL CODE
FILING GUIDELINES: UCC-FINANCING STATEMENT ADDENDUM

Availability of Forms

UCC-1 Addendum forms (Form UCC 1Ad) are available on our website at: www.state.me.us/sos/cec/corp/ucc.htm in Adobe PDF fillable format.

Completion of Forms

All UCC-1 Addendum filings must be submitted on the appropriate form. As of July 1, 2001, we will accept only the National Form or a form that complies with the formatting requirements in Title 11, Section 9-1521. Laser generated forms are acceptable as long as they are the same size (8½ x 11) and have the same format. If you wish to provide additional information (additional debtors or secured parties) for your initial financing statement you must use this form.

Organization Name or Individual Debtor Name

You must use Item 9a OR 9b to insert the name of the first debtor exactly as listed in Item 1 on the financing statement to which this addendum is related. This information is required in order to connect the addendum to the initial financing statement.

Additional Debtor

If this addendum adds an additional debtor, complete Item 11 in the same manner as the debtor box on the original financing statement. To add more than one additional debtor, use a separate addendum form for each debtor.

Additional Secured Party or Assignor

Item 12 has two options. Option One: You may add an additional secured party. **Or** Option Two: If you want to reference the original secured party before it was assigned to the secured party listed in Item 3 on the original financing statement, provide this information in Item 12. (UCC-1)

Collateral

Item 13, 14 and 15 are used for as-extracted collateral, real estate or a fixture filing when recording at a County Registry of Deeds. You must check one of these boxes when recording the filing at the county registry of deeds.

Item 16 can be used only for additional collateral description. Any other information that is provided in Item 16 will not be keyed into the filing office database. For example, if you list the name and address of an assignee in this box, the information will not be keyed into the filing office database. Information that is not keyed into the filing office database is not retrievable in a UCC search.

Estates and Trusts

In Item 17, indicate if the debtor is a trust or trustee acting with respect to property held in trust or the decedent's estate.

Transmitting Utility, Manufactured-Home Transaction or a Public-Finance Transaction

In Item 18, indicate whether the filing is to be secured as a Transmitting Utility or Manufactured-Home Transaction or a Public-Finance Transaction.

Legibility of Forms

Forms should be typed to reduce the possibility of error. Illegible or indecipherable forms will be rejected.

**SUBMIT COMPLETED FORMS TO: UCC FILING SECTION, SECRETARY OF STATE,
101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101
TEL: (207) 624-7760**