

Board Summary

G4 Works, LLC

1201 North Town Center Drive, Las Vegas, NV 89144
 Eric Fletcher, Director, Government Affairs
 Aircraft Maintenance and Distribution Center

Date: July 11, 2018
 Main Location: Carson City

Business Type: New County: Clark County Development Authority Representative: Michael Walsh - LVGEA

APPLICATION HIGHLIGHTS

- G4 Works, LLC is considering establishing an aircraft maintenance and distribution center in southern Nevada.
- The project will create a stock warehouse in Las Vegas. This warehouse will contain aircraft parts and tools that are capable of servicing Allegiant Travel Company's (Allegiant) planes at the Las Vegas McCarran International Airport, as well as at other airports across the Allegiant network.
- It is anticipated initial operations will commence during the summer of 2018.

PROFILE

G4 Works, LLC operates as a subsidiary of Allegiant. Allegiant operates an airline founded in 1998 and is now as one of America's premier ultra-low-cost-carriers, offering non-stop air service to leisure travelers from under-served small and medium-sized communities to world-class destinations. Allegiant provides nonstop, scheduled service from 120 U.S. cities. In addition to its scheduled service, the airline also operates charter service throughout the U.S., Mexico and Canada. The carrier's charter customers include the Department of Defense, athletic organizations, film production companies and corporations. In June 2001, Allegiant moved its headquarters to Las Vegas, Nevada. Today the company employs over 1,400 full-time employees within NV, and supports over 3,800 jobs across the state. Allegiant is proud of its commitment to support local communities and has been part of the Make-A-Wish family nationally for more than five years, having provided more than 1,000 flights to wish destinations, raising funds through on-flight sales, and sponsoring Walk For Wishes events across the country. G4 Works, LLC will strengthen the operational efficiency of Allegiant's aircraft maintenance in the region. The company will oversee the facilities responsible for housing the aviation parts and tools necessary to keep Allegiant's aircraft flying. *Source: G4 Works, LLC*

SIGNIFICANCE OF ABATEMENTS IN THE COMPANY'S DECISION TO RELOCATE/EXPAND

Currently, Allegiant procures many needed parts through neighboring states like Arizona and ships them to Nevada, rather than acquiring locally. In addition, Allegiant does not distribute parts to the rest of its network via Nevada. Receiving the Aviation Tax Abatement would enable Allegiant to change current arrangements, thereby dramatically increasing tax revenue within the state of Nevada, helping Allegiant fly more tourists into the Las Vegas area, and increasing the number of local jobs. Furthermore, Allegiant employees' fondness of Las Vegas makes this an excellent opportunity to concentrate the company's workforce and development in Nevada. *Source: G4 Works, LLC*

REQUIREMENTS (TIER I)	Statutory	Application	Sufficient	% Over / Under
Job Creation (12 months)	5	7	Company meets abatement eligibility requirements	40%

REQUIREMENTS (TIER II)	Statutory	Application	Sufficient	% Over / Under
Average Wage	\$21.95	\$20.52	Company meets abatement eligibility requirements	-7%

INVESTMENTS (NOT REQUIRED)	Description	Application
Equipment	20 yr (est)	\$19,526,000
Aviation Parts	20 yr (est)	\$80,000,000
Aircraft	20 yr (est)	\$0

INCENTIVES	Requested Terms	Estimated \$ Amount
Sales Tax Abmt. (Equip. & Parts)	Abated to 2% for 20 yrs.	\$6,220,375
Pers. Prop. Tax Abmt. (Eqp & Craft)	50% for 20 yrs.	\$595,564
Total		\$6,815,939

NEVADA BUSINESS LICENSE	Current	Pending	Will comply before receiving incentives
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

JOB CREATION	Contracted	12-Month Projection	5-Year Projection	10-Year Projection
	5	7	7	10

OTHER CAPITAL INVESTMENT	Land	Building Purchase	BTS / Bldg Imprv. (20 Yr)
	\$0	\$0	\$0

ECONOMIC IMPACT ESTIMATES (20-Year Cumulative)	Total
Total Jobs Supported	36
Total Payroll Supported	\$18,591,386
Total Output Estimate	\$87,430,082

Estimate includes jobs, payroll & output by the company assisted as well as the secondary impacts to other local businesses.

NEW TAX REVENUE ESTIMATES (20-Year Cumulative)	Direct	Indirect	Total
Local Taxes			
Property	\$579,909	\$755,044	\$1,334,953
Sales	\$0	\$338,356	\$338,356
Lodging	\$0	\$19,312	\$19,312
State Taxes			
Property	\$31,718	\$43,963	\$75,681
Sales	\$1,990,520	\$115,267	\$2,105,787
Modified Business	\$88,327	\$104,830	\$193,157
Commerce	NA	NA	NA
Lodging	\$0	\$6,518	\$6,518
Total	\$2,690,474	\$1,383,290	\$4,073,764

EMPLOYEE BENEFITS

- Percentage of health insurance covered by company: 87%.
- Health care package cost per employee - \$5,583 annually with options for dependents.
- Overtime, PTO/Sick/Vacation, Merit Increases, COLA Adjustments, Tuition Assistance, Retirement Plan / Profit Sharing / 401(k), Bonus.

NOTES

- The company is also considering Phoenix, AZ; Cincinnati, OH; Bellingham, WA; Orlando, FL, and Tampa, FL as potential locations.



April 4, 2018

Mr. Paul Anderson
Executive Director
Nevada Governor's Office of Economic Development
555 E. Washington Avenue, Suite 5400
Las Vegas, Nevada 89101

Dear Mr. Anderson,

G4 Works, LLC (herin "G4 Works") is applying to the State of Nevada for the Aviation Tax Abatements. We request their application be placed on the agenda for the May 2018 GOED Board Meeting.

G4 Works is exploring their options to establish operations in Southern Nevada by hiring 7 new employees over the next 24 months, and planning to make a capital investment of more than \$80 million dollars over the next twenty years.

Depending on the outcome of their application, corporate will decide on whether this effort will happen in Southern Nevada or other locations, including Arizona, Ohio, Washington, and Florida.

Our team has reviewed G4's application and found it to comply with Nevada's statutory requirements for the aviation tax abatements. This application has the full support and endorsement of the Las Vegas Global Economic Alliance. We appreciate your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Perry Ursem", written over a horizontal line.

Perry Ursem
Vice President, Business Retention and Expansion

Enclosure



May 4, 2018

Mr. Paul Anderson
Executive Director
Nevada Governor's Office of Economic Development
555 E. Washington, Suite 5400
Las Vegas, NV 89101

Dear Mr. Anderson,

By way of this letter and the attached application, G4 Works, LLC ("G4 Works") is requesting tax incentives to assist with potential efforts to grow our business in the state of Nevada. Recent strategic planning coupled with economic incentives from that state creates the opportunity for G4 Works to have an even larger presence in Nevada. Within the first 12 months of operations, we project to add at least 7 full-time employees with an average wage of \$20.52 and invest roughly \$4.5 million in parts purchasing, capital equipment, and employee earnings.

Company Background

G4 Works, LLC ("G4 Works"), a subsidiary of Allegiant Travel Company ("Allegiant;" NASDAQ: ALGT), represents an exciting new avenue of opportunity for the company and Nevada. G4 Works will serve as an aircraft maintenance and distribution center, thereby strengthening Allegiant's core operations and increasing its presence in the state.

Allegiant is an airline that was founded in 1998 and now operates as one of America's premier ultra-low-cost-carriers (ULCC), offering non-stop air service to leisure travelers from under-served small and medium-sized communities to world-class destinations. In June 2001, Allegiant moved its headquarters to Las Vegas, Nevada. Today the company employs over 1,400 full-time employees within NV, and supports over 3,800 jobs across the state. Allegiant continues to create a new class of travelers, focusing on customers who seek affordable fares and convenient service. Due to Allegiant's unique positioning in the airline industry, G4 Works represents an excellent new venture sure to benefit all parties involved.

Timeline & Growth

Should the Nevada Governor's Office of Economic Development approve this application, G4 Works would be proud to unveil its first regional maintenance center in Clark County. Initial operations would likely begin during the summer of 2018. G4 Works expects a capital investment of roughly \$500,000, and over \$4 million in parts purchasing and employee earnings within the first year. Over the next 20 years, G4 Works expects to invest nearly \$19 million in capital equipment purchases and \$80 million in aviation parts.

Currently, Allegiant procures many needed parts through neighboring states like Arizona and ships them to Nevada, rather than acquiring locally. In addition, Allegiant does not distribute parts to the rest of its network via Nevada. Receiving this aviation tax abatement would enable Allegiant to change current arrangements, thereby dramatically increasing tax revenue within the state of Nevada, helping Allegiant fly more tourists into the Las Vegas area, and increasing the number of local jobs. Furthermore, Allegiant



employees' fondness of Las Vegas makes this an excellent opportunity to concentrate the company's workforce and development in Nevada.

Community Involvement

Allegiant has been a part of the Make-A-Wish family nationally for more than five years, having provided more than 1,000 flights to wish destinations, raising funds through on-flight sales, and sponsoring Walk For Wishes events across the country. Donations from Allegiant to Make-A-Wish exceed \$1 million annually, deeming Allegiant a Make-A-Wish 'Wish Champion.' In February 2017, Allegiant opened part of its corporate campus to the Make-A-Wish Southern Nevada chapter, offering a \$1.5 million renovation of space and allowing the local chapter to establish its new headquarters under a \$1 per year lease. Allegiant is proud of its commitment to support local communities, and looks forward to building on this progress in the future.

The economic development incentives offered by the State of Nevada have been an integral factor in this new initiative. The projected cost savings from the support of these incentives will allow G4 Works to hire a greater number of full time employees, supporting the Governor's initiative for providing more Nevadan's with long-term work and career opportunities. Additionally, Nevada's pro-business climate provides G4 Works with a sustainable location for ongoing strategic growth.

Our experience with representatives from the Las Vegas Global Economic Alliance has been positive and we look forward to your approval in supporting these efforts. We appreciate your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Fletcher".

Eric Fletcher
Director of Government Affairs
1201 N. Town Center Drive
Las Vegas, NV 89144
702.830.8161
Eric.Fletcher@AllegiantAir.com
Enclosures.



**LAS VEGAS
CITY COUNCIL**

CAROLYN G. GOODMAN
Mayor

LOIS TARKANIAN
Mayor Pro Tem

STAVROS S. ANTHONY

BOB COFFIN

STEVEN G. SEROKA

MICHELE FIORE

SCOTT D. ADAMS
City Manager

April 5, 2018

Mr. Paul Anderson
Executive Director
Governor's Office of Economic Development
555 East Washington Avenue, Suite 5400
Las Vegas, NV 89101

Dear Mr. Anderson:

On behalf of the City of Las Vegas Economic and Urban Development Department, I am pleased to offer this letter of support from the application by G4 Works, LLC ("G4 Works") in its application to the Nevada Governor's Office of Economic Development for Aviation Sales & Use Tax Abatement.

With its national headquarters in the city of Las Vegas, Allegiant Travel Company ("Allegiant" Nasdaq: ALGT) is a vital contributor to the growth of the local and regional economy. Through this expansion effort, Allegiant's subsidiary company G4 Works will help to continue growth of Allegiant's business footprint in Southern Nevada.

I support this application and request the Board to approve this application request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bill Arent".

Bill Arent, CECD
Director, Economic and Urban Development

CITY HALL

495 S. MAIN ST.
LAS VEGAS, NV 89101
702.229.6011 | VOICE
711 | TTY



cityoflasvegas
lasvegasnevada.gov



July 3, 2018

Mr. Paul Anderson
Executive Director
Nevada Governor's Office of Economic Development
555 E. Washington 808 W. Nye Lane
Carson City, NV 89703

RE: REQUEST FOR CONFIDENTIALITY OF RECORDS AND DOCUMENTS

Dear Director Anderson:

On March 6, 2018, G4 Works, LLC submitted an application to you as the Executive Director of the State of Nevada Governor's Office of Economic Development ("GOED") requesting approval of economic incentives for their new operation in Nevada. The purpose of this letter is to request confidentiality pursuant to Section 4 of Assembly Bill No. 17 (2015 Regular Session) as codified in NRS 231.069.

Please be advised G4 Works, LLC specifically deems the following information proprietary and confidential:

- 1) The detailed schedule of Capital Equipment List
- 2) The detailed schedule of Aviation Parts List
- 3) The detailed schedule of Aircraft Procurement List
- 4) The detailed schedule of Employment List – Schedule

Thank you for your consideration. If you have any questions or require any further information, please do not hesitate to contact me.

Sincerely,

Eric Fletcher
Director of Government Affairs
1201 N. Town Center Drive
Las Vegas, NV 89144
702.830.8161
Eric.Fletcher@AllegiantAir.com

REQUEST FOR CONFIDENTIALITY DETERMINATION

Pursuant to NRS 231.069, and upon the request of applicant G4 Works, LLC the Executive Director of the Office has determined the:

- 1) The detailed schedule of Capital Equipment List
- 2) The detailed schedule of Aviation Parts List
- 3) The detailed schedule of Aircraft Procurement List
- 4) The detailed schedule of Employment List – Schedule

are confidential proprietary information of the business, are not public records, and shall be redacted in its entirety from the copy of the application that is disclosed to the public.



Paul Anderson
Executive Director

7/3/2018

Date

ECONOMIC DEVELOPMENT

Aviation Tax Abatement Incentive Application

Company is an / a: (check one)

- New location in Nevada
- Expansion of a Nevada company

Company Name: G4 Works, LLC
 Date of Application: March 6, 2018

Section 1 - Type of Incentives

Please check all that the company is applying for on this application:

- Aviation Sales & Use Tax Abatement: abated to 2% up to 20 years (aircraft excluded) Other: _____
- Aviation Personal Property Tax Abatement (Equip): 50% for 20 years
- Aviation Personal Property Tax Abatement (Aircraft): 50% for 20 years

Section 2 - Corporate Information

COMPANY NAME (Legal name under which business will be transacted in Nevada) G4 Works, LLC			FEDERAL TAX ID # 36-4893374
CORPORATE ADDRESS 1201 North Town Center Drive	CITY / TOWN Las Vegas	STATE / PROVINCE NV	ZIP 89144
MAILING ADDRESS TO RECEIVE DOCUMENTS (If different from above)	CITY / TOWN	STATE / PROVINCE	ZIP
TELEPHONE NUMBER 702.830.7300	WEBSITE		
COMPANY CONTACT NAME Eric Fletcher	COMPANY CONTACT TITLE Director, Government Affairs		
E-MAIL ADDRESS eric.fletcher@allegiantair.com	PREFERRED PHONE NUMBER 702.830.8161		

Has your company ever applied and been approved for incentives available by the Governor's Office of Economic Development? Yes No
 If Yes, list the program awarded, date of approval, and status of the accounts (attach separate sheet if necessary):

Section 3 - Job Creation Requirement

Please check the applicable category the company intends to qualify under with this application:

- New business: Create 5 or more full-time employees within 1 year after approval
- Existing business: Increase the number of full-time employees by 3% or 3, whichever is greater, within 1 year after approval

Section 4 - Program Elective Requirement

Please check **one** of the boxes below; the company must meet at least one elective requirement:

- New capital investment of at least \$250,000 in Nevada within 1 year after receiving certificate of eligibility
- Maintain and possess in Nevada tangible personal property having a value of not less than \$5,000,000 during the abatement period
- Average hourly wage for employees of the business shall be at or above the average statewide hourly wage
- The business develops, refines or owns a patent or other intellectual property, or has been issued a FAA certificate (14 CFR Part 21)

Section 5 - Program Restrictions

**NEVADA REGISTERED COMMON CARRIAGE OPERATIONS DO NOT QUALIFY FOR THIS TAX ABATEMENT
 UNLESS THE BUSINESS IS REGULATED UNDER 14 C.F.R. PART 125 or 135**

Section 6 - Nevada Facility

Type of Facility (Check all that apply):

- Headquarters
- Aviation Maintenance
- Air Tour Operators
- Business with Private Aircraft
- Aircraft Manufacturing (Non-UAS)
- Unmanned Aerial System Testing
- Unmanned Aerial System Manufacturing
- Other: _____

EXPECTED DATE OF NEW OPERATION (MONTH/YEAR) Summer 2018 (June/July)	EXPECTED DATE OF EXPANDED OPERATION (MONTH / YEAR)
NAICS CODE / SIC 488190	INDUSTRY TYPE Aircraft Maintenance & Repair Services
DESCRIPTION OF COMPANY'S NEVADA OPERATIONS Maintenance and distribution center that will service our airplanes across our network	

PROPOSED / ACTUAL NEVADA FACILITY ADDRESS TBD	CITY / TOWN Las Vegas, NV	COUNTY Clark County	ZIP
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WHAT OTHER STATES / REGIONS / CITIES ARE BEING CONSIDERED FOR YOUR COMPANY'S RELOCATION / EXPANSION / STARTUP?
 Phoenix, AZ - Cincinnati, OH - Bellingham, WA - Orlando, FL - Tampa, FL

Section 7 - Complete Forms (see additional tabs at the bottom of this sheet for each form listed below)

Check the applicable box when form has been completed.

- 7 (A) Real Estate and Construction
- 7 (B) Capital Equipment List
- 7 (C) Aviation Parts List
- 7 (D) Aircraft Procurement List
- 7 (E) Employment Schedule
- 7 (F) Evaluation of Health Plan

Section 8 - Employment (Fill in either New Operations/Startup or Expansion, not both)

New Operations / Start Up	Expansions
How many full-time equivalent (FTE*) employees will be created by the end of the first fourth quarter of new operations?: <u>7</u> Average hourly wage of these <u>new</u> employees: <u>\$20.52</u>	How many full-time equivalent (FTE*) employees will be created by the end of the first fourth quarter of expanded operations?: _____ Average hourly wage of these <u>new</u> employees: _____ How many FTE employees prior to expansion?: _____ Average hourly wage of these <u>existing</u> employees: _____ Total number of employees after expansion: _____

* FTE means a person who is in a permanent position of employment, works and average of 30 hours per week, and is eligible for company-sponsored health benefits.

OTHER COMPENSATION (Check all that apply):

- Overtime
- Merit Increase
- Tuition assistance
- Bonus
- PTO / Sick / Vacation
- COLA adjustments
- Retirement Plan / Profit Sharing / 401(k)
- Other: _____

BRIEF DESCRIPTION OF ADDITIONAL COMPENSATION PROGRAMS AND ELIGIBILITY REQUIREMENTS (Attach a separate sheet if necessary):

Includes the above + profit sharing + flight benefits on partner airlines for eligible employees

Section 9 - Employee Health Insurance Benefit Program

Is health insurance for employees and an option for dependents offered?: Yes (copy of benefit plan must be attached) No

Package includes (check all that apply):

- Medical
- Vision
- Dental
- Other: _____

Qualified after (check one):

- Upon employment
- Three months after hire date
- Six months after hire date
- Other: One consecutive month after the 1st day of the month following hire date

Health Insurance Costs:	Percentage of health insurance coverage by:
Cost of health insurance for company (annual amount per employee): <u>\$ 5,582.52</u>	Company: <u>87%</u>
Health Plan annual out-of-pocket maximum (individual): <u>\$ 4,500.00</u>	Employee: <u>13%</u>

[SIGNATURE PAGE FOLLOWS]

Section 10 - Certification

I, the undersigned, hereby grant to the Governor's Office of Economic Development access to all pertinent and relevant records and documents of the aforementioned company. I understand this requirement is necessary to qualify and to monitor for compliance of all statutory and regulatory provisions pertaining to this application.

Being owner, member, partner, officer or employee with signatory authorization for the company, I do hereby declare that the facts herein stated are true and that all licensing and permitting requirements will be met prior to the commencement of operations. In addition, I and /or the company's legal counsel have reviewed the terms of the GOED Tax Abatement and Incentives Agreement, the company recognizes this agreement is generally not subject to change, and any material revisions have been discussed with GOED in advance of board approval.

Keith Hansen

Name of person authorized for signature

Keith Hansen

Signature

Vice President of Airports and Government Affairs

Title

March 6, 2018

Date

Nevada Governor's Office of Economic Development

555 E. Washington Ave., Ste 5400 • Las Vegas, Nevada 89101 • 702.486.2700 • (Fax) 702.486.2701 • www.diversifynevada.com

Site Selection Factors

Company Name: G4 Works, LLC

County: Clark County

Section I - Site Selection Ratings

Directions: Please rate the select factors by importance to the company's business (1 = very low; 5 = very high). Attach this form to the Incentives Application.

Availability of qualified workforce:	<u>5</u>	Transportation infrastructure:	<u>4</u>
Labor costs:	<u>5</u>	Transportation costs:	<u>5</u>
Real estate availability:	<u>4</u>	State and local tax structure:	<u>5</u>
Real estate costs:	<u>5</u>	State and local incentives:	<u>5</u>
Utility infrastructure:	<u>4</u>	Business permitting & regulatory structure:	<u>5</u>
Utility costs:	<u>4</u>	Access to higher education resources:	<u>4</u>

OTHER FACTORS & RATINGS:

7(A) Real Estate & Construction

Company Name: G4 Works, LLC

County: Clark

Section I - Real Estate & Constructions Projections

Directions: please provide a 20 year projection of the real estate costs for current year (year-1) and future land and building procurement, as well as, current and future annual lease amounts and possible construction costs due to building improvements. Complete [columns (a) and (f)]. These estimates are used for state economic impact and net tax revenue analysis that this agency is required to report. The company will not be required to reach these estimated levels of real estate costs. Attach this form to the Incentives Application.

(a) Year	(b) Land Cost	(c) Construction Cost	(d) Building Purchase	(e) Annual Lease Amount	(f) Building SqFt
Year-1	TBD	TBD	TBD	\$10,000.00	3000
Year-2	TBD	TBD	TBD	\$10,000.00	3000
Year-3	TBD	TBD	TBD	\$10,000.00	3000
Year-4	TBD	TBD	TBD	\$10,000.00	3000
Year-5	TBD	TBD	TBD	\$10,000.00	3000
Year-6	TBD	TBD	TBD	\$10,000.00	3000
Year-7	TBD	TBD	TBD	\$10,000.00	3000
Year-8	TBD	TBD	TBD	\$10,000.00	3000
Year-9	TBD	TBD	TBD	\$10,000.00	3000
Year-10	TBD	TBD	TBD	\$10,000.00	3000
Year-11	TBD	TBD	TBD	\$10,000.00	3000
Year-12	TBD	TBD	TBD	\$10,000.00	3000
Year-13	TBD	TBD	TBD	\$10,000.00	3000
Year-14	TBD	TBD	TBD	\$10,000.00	3000
Year-15	TBD	TBD	TBD	\$10,000.00	3000
Year-16	TBD	TBD	TBD	\$10,000.00	3000
Year-17	TBD	TBD	TBD	\$10,000.00	3000
Year-18	TBD	TBD	TBD	\$10,000.00	3000
Year-19	TBD	TBD	TBD	\$10,000.00	3000
Year-20	TBD	TBD	TBD	\$10,000.00	3000

Equipment Schedule, Detailed

The Office has determined the detailed equipment schedule as described in this application constitutes confidential proprietary information of proprietary information of G4 Works, LLC and is not a public record.

Aviation Parts Schedule, Detailed

The Office has determined the detailed equipment schedule as described in this application constitutes confidential proprietary information of proprietary information of G4 Works, LLC and is not a public record.

Aircraft Procurement Schedule, Detailed

The Office has determined the detailed equipment schedule as described in this application constitutes confidential proprietary information of proprietary information of G4 Works, LLC and is not a public record.

Employment Schedule, Detailed

The Office has determined the detailed equipment schedule as described in this application constitutes confidential proprietary information of proprietary information of G4 Works, LLC and is not a public record.

SECRETARY OF STATE



NEVADA STATE BUSINESS LICENSE

G4 WORKS LLC

Nevada Business Identification # NV20181154217

Expiration Date: March 31, 2019

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on March 2, 2018

Barbara K. Cegavske

Barbara K. Cegavske
Secretary of State

You may verify this license at www.nvsos.gov under the Nevada Business Search.

License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which by law cannot be waived.