



**Secretary of State
Business Programs Division**

Business Entities

1500 11th Street, Sacramento, CA 95814
P.O. Box 944260, Sacramento, CA 94244-2600

Submission Cover Sheet

Instructions:

- Complete and include this form with your paper submission. **This information only will be used to communicate in writing about the submission, if needed.** This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- In person submissions (excluding Statements of Information): \$15 handling fee; do not include a \$15 handling fee when submitting documents by mail.
- Standard processing time for submissions to this office is approximately 5 business days from receipt. All submissions are reviewed in the date order of receipt with online submissions given priority. For updated processing time information, visit www.sos.ca.gov/business/be/processing-dates.

Optional Copy and Certification Fees:

- If applicable, include optional certification fees with your submission.
- For applicable certification fee information, refer to the instructions of the specific form you are submitting.

Contact Person: (Please type or print legibly)

First Name: _____ Last Name: _____

Phone (optional): _____

Entity Information: (Please type or print legibly)

Name: _____

Entity Number (if applicable): _____

Address: _____

Comments: _____

Instructions for Completing the Disclaimer (Form DSCL-100)

Where to File: The completed form can be mailed to Secretary of State, Document Filing Support Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814 or delivered in person (drop off) to the Sacramento office. If you are not completing this form online, please type or legibly print in black or blue ink. This form is filed only in the Sacramento office.

Legal Authority: Statutory filing requirements are found in California Corporations Code section [1503](#), [6211](#), [8211](#), [9660](#), [12571](#), [15901.16](#), [16309](#), [16953](#), [16959](#), [17701.15](#) or [18210](#); or California Financial Code section [14101.6](#). **Note:** If the entity from which you are resigning as agent for service of process is a limited partnership, signing Form RA-100 constitutes an affirmation under penalty of perjury that the facts stated in the document are true. (California Corporations Code section [15902.08\(b\)](#).)

- A person designated as agent for service of process **by a business entity** registered with the Secretary of State may file Form DSCL-100, certifying that they were never properly appointed as the agent.

A person named as an officer or director **by a corporation** registered with the Secretary of State may file Form DSCL-100, certifying that they were never properly appointed as an officer or director.

A person is generally considered to have been “never properly appointed” in situations where that person never agreed to serve prior to his or her appointment, and never specifically accepted appointment or acted as if he or she had accepted appointment as agent for service of process, officer or director subsequent to such appointment.

- If the person filing Form DSCL-100 is disclaiming proper appointment as agent for service of process, and that person is shown on the Secretary of State's records as the current agent for service of process, the filing of Form DSCL-100 shall effect the resignation of the person as such agent, and the Secretary of State will give written notice of the resignation to the business entity.

Fees: There is no fee for filing Form DSCL-100. However, a non-refundable \$15.00 special handling fee is applicable for processing documents delivered in person (drop off) at the Sacramento office. The preclearance and/or expedited filing of a document *within a guaranteed time frame* can be requested for an additional non-refundable fee in lieu of the special handling fee. For detailed information about preclearance and expedited filing services, go to www.sos.ca.gov/business-programs/business-entities/service-options. The special handling fee or preclearance and expedited filing services are not applicable to documents submitted by mail. Check(s) should be made payable to the Secretary of State.

Copies: Upon filing, we will return one (1) plain copy of your filed document for free and will certify the copy upon request and payment of a \$5 certification fee..

Complete Form DSCL-100 as follows:

- Item 1.** Check the applicable box identifying the type of entity from which you are disclaiming proper appointment. Check only one box.
- Item 2.** Enter the name of the entity from whom you are disclaiming proper appointment. Enter the name exactly as it is of record with the Secretary of State, including the entity ending.
- Item 3.** Enter the file number issued to the entity by the Secretary of State.
- Item 4.** Check the applicable box identifying the position(s) from which you are disclaiming proper appointment. If the "Officer" designation is selected, enter the title of the office being disclaimed. Note: The designations "Officer" and "Director" can only be selected if the declarant is disclaiming proper appointment **by a corporation**.
- Item 5.** This statement declares intent to disclaim proper appointment by the subject entity and should not be altered.
- Item 6.** Type or print the name of the declarant (i.e., the individual or corporation disclaiming proper appointment by the subject entity). Form DSCL-100 must be signed by the declarant. Note: If the declarant is a corporation, Form DSCL-100 must be signed by a person authorized to sign documents on behalf of the corporation and the title of the office of the authorized person must be stated.



DSCL-100

State of California Secretary of State

Disclaimer of Proper Appointment

There is no fee for filing this form.

IMPORTANT – Read instructions before completing this form.

This Space For Filing Use Only

Entity Type (Identify the type of business from which you are disclaiming proper appointment. Check only one box.)

- | | |
|---|--|
| ☐ Corporation (domestic or qualified foreign) | ☐ Registered General Partnership |
| ☐ Limited Liability Company (domestic or registered foreign) | ☐ Unincorporated Association |
| ☐ Limited Partnership (domestic or registered foreign) | ☐ Foreign Partnership
(other than a foreign limited partnership) |
| ☐ Limited Liability Partnership (domestic or registered foreign) | ☐ Foreign Association |

Entity Name (Enter the name of the entity from whom you are disclaiming proper appointment.)

Entity File Number (Enter the file number issued by the Secretary of State to the entity named in Item 2.)

2.

3.

Position (Identify the position(s) of which you are disclaiming proper appointment by the above-named entity. Note: "Corporate Officer" and "Corporate Director" only can be selected if the entity type from which you are disclaiming proper appointment is a corporation.)

4. ☐ Agent for Service of Process in California

☐ Corporate Officer _____
(Title of Office)

☐ Corporate Director

Statement of Disclaimer (The following statement declares intent to disclaim proper appointment and should not be altered.)

5. The undersigned hereby disclaims proper appointment by the above-named entity to the position(s) designated in Item 4 above.

Execution

6. I certify that I was never properly appointed to serve as designated above. I declare I am the person who executed this instrument, which execution is my act and deed.

Date

Type or Print Name of declarant (i.e., the individual or corporation disclaiming proper appointment by the above-named entity)

Signature of Declarant **or** Signature of Authorized
Representative of Declarant (if declarant is a corporation)

Title of Office of Authorized Representative of Declarant
(if declarant is a corporation)