

**Instructions for Completing the  
Amended Statement by Foreign Corporation (Form ASDC)**  
(Name Change ONLY)

To change the name on the records of the California Secretary of State of a registered corporation from another state, foreign country or other place, you must file an Amended Statement by Foreign Corporation (Form ASDC) with the California Secretary of State.

**Status of Corporation:**

- The status of the corporation **must either be active or forfeited** in order to file this name change only Form ASDC.
- The status of the foreign corporation can be checked online on the Secretary of State's Business Search at [BusinessSearch.sos.ca.gov](http://BusinessSearch.sos.ca.gov).

**Important Additional Requirements When Submitting Form ASDC:**

- **Certificate of Name Change:** If the legal name of the foreign corporation has changed in the state, foreign country or place of formation, this form **must be submitted** with a current certificate issued by the government agency where the foreign corporation was formed that certifies the change of name and includes both the old and new corporate name. (California Corporations Code section [2107](#).) **Note:** A certified copy of the name change amendment does not meet California statutory requirements.  
  
Note: That certificate is **not required** if the corporation is filing the Amended Statement by Foreign Corporation to merely delete or change a "doing business as" name without changing the legal corporate name.
- **Certificate of Name Approval (Insurers ONLY):** If the foreign corporation is subject to the California Insurance Code as an insurer, this form also **must be submitted** with a Certificate of Name Approval issued by the California Insurance Commissioner. (California Corporations Code section [2106.5](#).) For more information, go to the Insurance Commissioner's website at [www.insurance.ca.gov](http://www.insurance.ca.gov).

**Fees:**

- **Filing Fee:** The fee for filing an Amended Statement by Foreign Corporation (Form ASDC) is **\$30.00**.
- **Faster Service Fee:**
  - Counter and guaranteed expedite services are available only for documents *submitted in person (drop off) to our Sacramento office*.
  - **Counter Drop Off:** A separate, non-refundable **\$15.00** counter drop off fee is required if you submit in person your completed document at our Sacramento office. The \$15.00 counter drop off fee provides priority service over documents submitted by mail. The special handling fee is not refundable whether the document is filed or rejected.
  - **Guaranteed Expedite Drop Off:** For more urgent submissions, documents can be processed within a guaranteed timeframe for a non-refundable fee instead of the counter drop off fee. For detailed information about this faster processing service through our Preclearance and Expedited Filing Services, go to [www.sos.ca.gov/business/be/service-options](http://www.sos.ca.gov/business/be/service-options).

**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. To obtain additional copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Additional copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

**Payment Type:** Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa® or MasterCard®).

**Processing Times:** For current processing times, go to [www.sos.ca.gov/business/be/processing-times](http://www.sos.ca.gov/business/be/processing-times).

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Amended Statement by Foreign Corporation (Form ASDC) as follows:**

Item	Instruction	Tips
1.	Enter the name of the foreign qualified corporation <b>exactly</b> as it appears on file with the California Secretary of State, including the entity ending and assumed name, if any (ex.: "Jones & Company, Inc. doing business in California as California Jones & Company, Inc." or "Smith Construction Company").	<ul style="list-style-type: none"> <li>• Enter the exact name of the corporation that currently appears on the records of the California Secretary of State <b>before</b> the name change.</li> <li>• To ensure you have the exact name of the foreign corporation, look to your registration document filed with the California Secretary of State and any name change amendments.</li> <li>• Secretary of State Records can be accessed online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>. While searching the Business Search, be sure to identify your foreign corporation correctly, including the jurisdiction that matches your foreign corporation.</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Enter the new name of the foreign corporation.</li> <li>• If the new name of the corporation is not available for use in the State of California, the corporation must use in California an assumed name. See Filing Tips.</li> </ul>	<ul style="list-style-type: none"> <li>• If an assumed name is required, "[enter the exact name] which will do business in California as [enter the proposed assumed name]."</li> <li>• There are legal limitations on what name can be used for the corporation. For general corporation name requirements and restrictions or for information on reserving a corporation name prior to submitting Form ASDC, go to <a href="http://www.sos.ca.gov/business/be/name-availability">www.sos.ca.gov/business/be/name-availability</a>.</li> <li>• A name reservation is not required to submit Form ASDC.</li> <li>• A preliminary search of corporation names already of record can be made online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>. Please note: The Business Search is only a preliminary search and not intended to serve as a formal name availability search. For information on checking or reserving a name, go to <a href="http://www.sos.ca.gov/business/be/name-availability">www.sos.ca.gov/business/be/name-availability</a>.</li> </ul>
3.	Enter the state, foreign country or other place where the foreign corporation is formed.	<ul style="list-style-type: none"> <li>• The jurisdiction must match the jurisdiction on the records of the California Secretary of State, and as shown on the name change certificate from the government agency where the corporation was formed that shows the old and new name of the corporation.</li> </ul>
4.	<p>If known, enter the 7-digit corporate file number issued to the foreign corporation by the California Secretary of State at the time of registration.</p> <p>If not known, leave Item 4 blank. See Filing Tips.</p>	<ul style="list-style-type: none"> <li>• The 7-digit file number is provided by the Secretary of State above the file stamp at the top of the foreign corporation's registration document filed with the California Secretary of State.</li> <li>• To ensure you have the correct file number of the foreign corporation, look to your registration document filed with the California Secretary of State.</li> <li>• Secretary of State Records can be accessed online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>. While searching the Business Search, be sure to identify your foreign corporation correctly, including the jurisdiction that matches your foreign corporation.</li> </ul>

5.	Form ASDC must be signed by an officer of the foreign corporation.	<ul style="list-style-type: none"> <li>• There is no authority for a director or “authorized representative” to sign an Amended Statement by Foreign Corporation (Form ASDC). This document must be signed by an officer of the foreign corporation.</li> <li>• <b>Do not</b> include the office or title of the officer signing.</li> <li>• <b>Do not</b> use a computer generated signature.</li> </ul>
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**Mail Submission Cover Sheet (Optional):** To make it easier to receive communication related to **this document**, including receipt of the copy of the filed document, if purchased, complete the Mail Submission Cover Sheet. For the Return Address: enter the name of a designated person and/or company and the corresponding mailing address. Please note the Mail Submission Cover Sheet will be treated as correspondence and will not be made part of the filed document.

**Where to File:** Completed forms along with the applicable fees, if any can be mailed to Secretary of State, Business Entities Filings Unit, P.O. Box 944260, Sacramento, CA 94244-2600 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 3rd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

**Legal Authority:** General statutory filing provisions are found in California Corporations Code section [2107](#). All statutory references are to the California Corporations Code.

**Change of Place of Domicile:** There is no statutory authority in California to amend the state or place of domicile. This change only can be accomplished in California by filing with the California Secretary of State an Agreement of Merger or a Certificate of Surrender (Form SURC) to surrender the existing foreign corporation qualified under its original place of domicile and by filing a Statement and Designation by Foreign Corporation to qualify the corporation under its new place of domicile. The surrender and qualification forms are available at [www.sos.ca.gov/business/be/forms](http://www.sos.ca.gov/business/be/forms) and may be filed with the California Secretary of State simultaneously to allow continued use of the corporate name in California.

**Change of Corporate Addresses, Officers and/or Agent for Service of Process:** To change a corporate address or the name and/or address of the corporate officers or agent for service of process, the foreign corporation must file with the California Secretary of State a Statement of Information (Form SI-550). (California Corporations Code section [2117](#).) Form SI-550 is available at [www.sos.ca.gov/business/be/statements](http://www.sos.ca.gov/business/be/statements).

**Certificate of Qualification:** Once the Amended Statement by Foreign Corporation is filed, the California Secretary of State will issue to the foreign corporation a new Certificate of Qualification that reflects the new name of the corporation. Note: This new Certificate of Qualification is issued only at the time of filing the Amended Statement by Foreign Corporation form and will not be reissued if lost or misplaced.



# Mail Submission Cover Sheet

### Instructions:

- Complete and include this form with your submission. **This information only will be used to communicate with you in writing about the submission.** 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.
- Do not include a \$15 counter 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. For updated processing time information, visit [www.sos.ca.gov/business/be/processing-times](http://www.sos.ca.gov/business/be/processing-times).

### Optional Copy and Certification Fees:

- If applicable, include optional copy and certification fees with your submission.
- For applicable copy and 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): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return Address:** For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name: [ \_\_\_\_\_ ]

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: [ \_\_\_\_\_ ]

Secretary of State Use Only	
T/TR:	
AMT REC'D:	\$



Secretary of State

ASDC

Amended Statement by Foreign Corporation

(Name Change ONLY)

IMPORTANT — Read Instructions before completing this form.

Additional Requirements:

- Certificate Showing the Name Change: If the legal name of the foreign corporation has changed in the state, foreign country or place of formation, this form must be submitted with a current certificate issued by the government agency where the foreign corporation was formed that certifies the change of name and includes both the old and new corporate name. (California Corporations Code section 2107.) Note: A certified copy of the name change amendment does not meet California statutory requirements.
Certificate of Name Approval (Insurers ONLY): If the foreign corporation is subject to the Insurance Code as an insurer, this form also must be submitted with a Certificate of Name Approval issued by the California Insurance Commissioner. (California Corporations Code section 2106.5.)

Filing Fee – \$30.00

Copy Fees – First page \$1.00; each attachment page \$0.50; Certification Fee - \$5.00 plus copy fees

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1. Corporate Name (Enter the exact name of the foreign corporation as it is recorded with the California Secretary of State.)

Empty box for Corporate Name

2. New Corporate Name (Enter the new name of the foreign corporation. Note: The certificate from the government agency where the corporation was formed, as noted in the "Additional Requirements" section above, is not required if legal corporate name has not changed and you are merely filing this form to delete or change a "doing business as" name.)

Empty box for New Corporate Name

3. Jurisdiction (Enter the state, foreign country or place where this corporation is formed – must match the jurisdiction on the records of the California Secretary of State.)

4. 7-Digit Secretary of State File Number

Two empty boxes for Jurisdiction and File Number

5. Read and Sign Below (See Instructions. Office or title not required. Do not use a computer generated signature.)

I am a corporate officer and am authorized to sign on behalf of the foreign corporation.

Signature

Type or Print Name