

**Certificate of Cancellation  
of a Foreign Name Registration (FNR)**

The registration of a corporate name by a foreign corporation is effective until the close of the calendar year in which the application for registration was filed. To cancel a foreign name registration *before the close of the calendar year*, you may fill out this form, and submit for filing.

- There is no filing fee, however, a separate, non-refundable **\$15** service fee must be included, if you **drop off** the completed form.

**Important!** If your intent is to surrender the rights of a qualified foreign corporation that is transacting intrastate business in California, you must file a Certificate of Surrender of Right To Transact Intrastate Business as required by California Corporations Code section [2112](#). To get a Certificate of Surrender form, go to [www.sos.ca.gov/business-programs/business-entities/forms](http://www.sos.ca.gov/business-programs/business-entities/forms).

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① **Registered Foreign Corporation Name** (on file with CA Secretary of State)

② **FNR File No.** (issued by CA Secretary of State)

**Cancellation** (The following statement should not be altered.)

- ③ Upon the effective date of this Certificate of Cancellation, the registration of the foreign corporation name listed in Item 1 is cancelled in California.

**Read and sign below:** This form must be signed by an officer of the foreign corporation.

 \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
*Sign here* *Print your name here* *Your business title*

Make check/money order payable to: **Secretary of State**  
 To get a copy of the filed document, include a separate request and payment for copy fees when the document is submitted. Copy fees are \$1 for the first page and \$.50 for each additional page. For certified copies, there is an additional \$5 certification fee, per copy.

**By Mail**  
 Secretary of State  
 Business Entities, P.O. Box 944228  
 Sacramento, CA 94244-2280

**Drop-Off**  
 Secretary of State  
 1500 11th Street., 3rd Floor  
 Sacramento, CA 95814



# 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: [ \_\_\_\_\_ ]

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