

## **Instructions for Completing the Resignation of Agent Upon Whom Process may Be Served (Form RA-100)**

**Where to File:** For easier completion, this form is available on the Secretary of State's website at [www.sos.ca.gov/business-programs/business-entities/forms](http://www.sos.ca.gov/business-programs/business-entities/forms) and can be completed online and printed to mail. 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](#). All statutory references are to the California Corporations Code, unless otherwise stated. **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. (Section [15902.08\(b\)](#).)

- An agent for service of process designated by an entity registered with the Secretary of State may file Form RA-100 to resign as such agent.
- Upon filing Form RA-100, the authority of the agent for service of process to act in that capacity will cease, and the Secretary of State will give written notice of the resignation to the entity.

**Fees:** There is no fee for filing Form RA-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](http://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:** 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 \$1.00 for the first page and \$.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

### **Complete Form RA-100 as follows:**

- Item 1.** Check the appropriate box indicating whether the entity is a corporation, limited liability company, limited partnership, limited liability partnership, registered general partnership, unincorporated association, foreign partnership (other than a foreign limited partnership) or foreign association. Check only one box.
- Item 2.** Enter the name of the entity from whom you are resigning as agent for service of process. Please 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.** This statement declares intent to resign as agent for service of process for the subject entity and should not be altered.
- Item 5.** Type or print the name of the declarant (i.e., the individual or corporation resigning as agent for service of process for the subject entity). Form RA-100 must be signed and acknowledged by the declarant. Note: If the declarant is a corporation, Form RA-100 must be signed and acknowledged by an authorized representative of the corporate declarant and the title of the office of the authorized representative must be stated.



# 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:	\$



**State of California  
Secretary of State**

**Resignation of Agent  
Upon Whom Process May Be Served**

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 resigning as agent for service of process. Check only one box.)

- |   |  |
|---|--|
| <input type="checkbox"/> Corporation (domestic or qualified foreign)                    | <input type="checkbox"/> Registered General Partnership                                    |
| <input type="checkbox"/> Limited Liability Company (domestic or registered foreign)     | <input type="checkbox"/> Unincorporated Association  |
| <input type="checkbox"/> Limited Partnership (domestic or registered foreign)           | <input type="checkbox"/> Foreign Partnership<br>(other than a foreign limited partnership) |
| <input type="checkbox"/> Limited Liability Partnership (domestic or registered foreign) | <input type="checkbox"/> Foreign Association   |

**Entity Name** (Enter the name of the entity from whom you are resigning as agent for service of process.)

2.

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

3.

**Statement of Resignation** (The following statement declares intent to resign as agent for service of process and should not be altered.)

4. The undersigned hereby resigns as agent upon whom process may be served in California for the above-named entity.

**Execution**

5. I declare I am the person who executed this instrument, which execution is my act and deed.

\_\_\_\_\_  
Type or Print Name of declarant (i.e., the individual or corporation resigning as agent for service of process for 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)