



**Secretary of State  
Business Programs Division**

Business Entities

1500 11th Street, Sacramento, CA 95814

P.O. Box 944260, Sacramento, CA 94244-2600

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## **Business Entities Submission Cover Sheet**

For fastest service, file online at [bizfileOnline.sos.ca.gov](https://bizfileOnline.sos.ca.gov).

### **Instructions:**

- Complete and include this form with your paper submission. This form 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 special handling fee. Do not include a \$15 special handling fee when submitting documents by mail.
- 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](https://www.sos.ca.gov/business/be/processing-dates).
- To obtain a certified copy, include certification fees with your submission.

**Note: All correspondence related to your submission will be sent to the name and address on your check or money order.**

### **Contact Person (Please type or print legibly):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Entity Information (Please type or print legibly):**

Entity Name: \_\_\_\_\_

Entity Number (if applicable): \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_



## Secretary of State Business Programs Division

Business Entities, 1500 11th Street, 3rd Floor, Sacramento, CA 95814

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### Amended Statement and Designation by Foreign Associations

To change **any** of the information contained within the Statement and Designation by Foreign Association form, the qualified foreign (out-of-state or out-of-country) association must file the enclosed Amended Statement and Designation by Foreign Association form with the California Secretary of State. (California Corporations Code section [2107\(b\)](#).)

If amending to change the name of the foreign association or an assumed name pursuant to California Corporations Code section [2106](#), upon the filing of the Amended Statement and Designation by Foreign Association form a new Certificate of Qualification will be issued to the association by the California Secretary of State. Note: The new Certificate of Qualification is issued only at the time of filing the Amended Statement and Designation by Foreign Association form and will not be reissued if lost or misplaced.

#### Additional Requirement

If amending to change the name of the foreign association, an officers' certificate, or if the foreign association has no officers, a trustees' certificate, stating the change of name of the association was made in accordance with its declaration of trust **must be attached** to the Amended Statement and Designation by Foreign Association form at the time of filing. A form for this purpose is included with the enclosed Amended Statement and Designation by Foreign Association form.

#### Fees

The fee for filing an Amended Statement and Designation by Foreign Association is \$30.00. In addition to the filing fee, there is a non-refundable \$15.00 handling fee for processing documents delivered in person (drop off) at the Sacramento office.

Go to [www.sos.ca.gov/business-programs/business-entities/processing-dates](http://www.sos.ca.gov/business-programs/business-entities/processing-dates) to get the current processing times and determine which method of submission meets your needs.

#### Copies

Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5.00 certification fee.

#### Submission Cover Sheet (Optional):

Complete and include with your **paper** submission. This information will be used to communicate with you about the submission, if needed. This submission cover sheet will be treated as correspondence and will not be made part of the filed document.

## Amended Statement and Designation by Foreign Association

### Instructions:

To change **any** of the information contained within the Statement and Designation by Foreign Association form, the qualified foreign association must file the enclosed Amended Statement and Designation by Foreign Association form with the California Secretary of State. (California Corporations Code section [2107\(b\)](#).) The document should be typed with letters in dark contrast to the paper. Documents not suitable for reproduction will be returned unfiled. Note: The file date of the Statement and Designation by Foreign Association form is generally the date the document complying with applicable law is received in the California Secretary of State's office.

**Additional Requirements:** If amending to change the name of the foreign association, an officers' certificate, or if the foreign association has no officers, a trustees' certificate stating the change of name of the association was made in accordance with its declaration of trust **must be attached** to the Amended Statement and Designation by Foreign Association form at the time of filing. The officers' certificate must be signed by the Chairman of the Board, President or any Vice-President **and** by the Secretary, Chief Financial Officer, Treasurer, assistant Secretary or Assistant Treasurer. The trustees' certificate must be signed by two of the trustees or, if there is only a single trustee, by the single trustee.

### Complete the Amended Statement and Designation by Foreign Association form as follows:

**Entity Name:** Enter the name of the foreign association exactly as it is of record with the California Secretary of State, or if the name has changed, enter the new name.

- If the name of the foreign association has changed to a name that is not available for use in the State of California, the association must qualify under an assumed name (i.e., a name other than the true association name) as required by California Corporations Code section [2106\(b\)](#). If an assumed name is required, complete the first line of the form with true association name, followed by the words "which will do business in California as [state the assumed name] ."
- Name requirements and restrictions apply to most business entities. For business entity name regulations and the most common name requirements and restrictions relating to the use or adoption of a business entity name in the State of California, go to [www.sos.ca.gov/business-programs/business-entities/name-reservations](http://www.sos.ca.gov/business-programs/business-entities/name-reservations).

**Jurisdiction:** Enter the jurisdiction (state or place of organization) of the foreign association.

### (Items 1 through 7: Complete **ONLY** the items that have been changed)

**Item 1:** If the name of the foreign association has changed, enter the relinquished name exactly as it is of record with the California Secretary of State.

**Item 2:** Enter the complete street address of the principal executive office of the foreign association. Please do not use a P.O. Box address or abbreviate the name of the city.

**Item 3:** Enter the complete street address of the principal office in California. Please do not use a P.O. Box address or abbreviate the name of the city.

**Item 4:** Enter the mailing address of the principal executive office. Please do not abbreviate the name of the city.

**Item 5:** If the address of the individual previously designated as the association's agent for service of process has changed, enter the agent's new street address in California. Please do not use a P.O. Box address, enter "in care of" (c/o), or abbreviate the name of the city. Do not complete Item 5 if designating a new agent.

**Item 6:** If an individual is designated as the new agent for service of process, complete Item 6 with the name of the new agent and the agent's business or residential street address in California. Please do not use a P.O. Box address, enter "in care of" (c/o), or abbreviate the name of the city. Do not complete Item 6 when the new agent is a corporation.

**Item 7:** If a corporation is designated as the new agent for service of process, complete Item 7 with the name of the corporate agent exactly as it appears on the records of the California Secretary of State. To confirm that you are providing the exact name of the agent, go to our Business Search online at [bizfileOnline.sos.ca.gov](http://bizfileOnline.sos.ca.gov).

Note: Before a corporation may be designated as agent, that corporation must have previously filed with the Secretary of State a certificate pursuant to California Corporations Code section [1505](#). Do not complete Item 7 when the new agent is an individual.

**Execution:** The Amended Statement and Designation by Foreign Association form must be signed by an officer, or if there are no officers, by a trustee of the foreign association.

## Amended Statement and Designation By Foreign Association

\_\_\_\_\_  
[Name of Association]

A business trust organized and existing under the laws of \_\_\_\_\_  
[State or Place of Organization]  
and which is presently qualified for the transaction of intrastate business in the State of California, makes the  
following statements and/or designation:

**(Items 1 through 7: Complete ONLY the items that have been changed.)**

1. The name of the association has been changed to that hereinabove set forth and the name  
relinquished at the time of such change was \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
2. The street address of its principal executive office has been changed to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
3. The street address of its principal office in the State of California has been changed to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
4. The mailing address of its principal executive office has been changed to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
5. The address of its agent for service of process has been changed to \_\_\_\_\_  
\_\_\_\_\_.

6. [Use this paragraph if designating a new agent for service of process **who is a natural person.**]

\_\_\_\_\_, a natural person residing in the State of California,  
whose complete street address is \_\_\_\_\_  
\_\_\_\_\_, is designated as agent upon whom process directed  
to this association may be served within the State of California, in the manner provided by law.

7. [Use this paragraph if designating a new agent for service of process **who is a corporation.**]

\_\_\_\_\_,  
is designated as agent upon whom process directed to this association may be served within the State  
of California, in the manner provided by law.

\_\_\_\_\_  
[Signature of Officer or Trustee]

\_\_\_\_\_  
[Typed Name and Title of Officer or Trustee Signing]

*Item 7: If an individual is designated as the new agent for service of process, include the agent's business or residential **street** address in California (a P.O. Box address is not acceptable). Item 8: If a corporation is designated as the new agent for service of process, do not include the address of the designated corporation. **Note: Corporate agents must have complied with California Corporations Code section 1505 prior to designation, and an association cannot act as its own agent.***

**Additional Requirement:** If amending to change the name of the foreign association, the officers' certificate, or if the foreign association has no officers, the trustees' certificate on the following page **must be completed, signed and attached** to this Amended Statement and Designation by Foreign Association form at the time of filing.

Complete the Officers' Certificate or Trustees' Certificate below only if the name of the association has been changed. If the foreign association has officers, complete the Officers' Certificate below. If the foreign association has no officers, complete the Trustees' Certificate below.

### Officers' Certificate

\_\_\_\_\_ and \_\_\_\_\_  
declare under penalty of perjury that they are two of the officers of \_\_\_\_\_  
\_\_\_\_\_, a validly organized and existing  
business association organized as a trust under the laws of \_\_\_\_\_ .  
Executed at \_\_\_\_\_ on \_\_\_\_\_  
[City and State] [Date]

_____ [Signature of Officer]	_____ [Typed Name and Title of Officer]
_____ [Signature of Officer]	_____ [Typed Name and Title of Officer]

### Trustees' Certificate

\_\_\_\_\_ and \_\_\_\_\_  
declare under penalty of perjury that they are two of the trustees or single trustee of \_\_\_\_\_  
\_\_\_\_\_, a validly organized and existing  
business association organized as a trust under the laws of \_\_\_\_\_ .  
Executed at \_\_\_\_\_ on \_\_\_\_\_  
[City and State] [Date]

_____ [Signature of Trustee]	_____ [Typed Name and Title of Trustee Signing]
_____ [Signature of Trustee]	_____ [Typed Name and Title of Trustee Signing]