



**Secretary of State
Business Programs Division**

Business Entities

1500 11th Street, Sacramento, CA 95814

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

Business Entities Submission Cover Sheet

For fastest service, file online at 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.
- 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: _____

Instructions for Completing the Statement and Designation by Foreign Insurer Corporation (Form S&DC-INS)

To qualify an insurer corporation from another state, foreign country or other place to transact intrastate business in California, you must file a Statement and Designation by Foreign Corporation (Form S&DC-INS) with the California Secretary of State.

- Form S&DC-INS is required along with a current (within 6 months) **Certificate of Good Standing** issued by the government agency where the foreign corporation is formed. The Certificate must certify that the corporation is in existence, in active status, or in good standing. NOTE: If the corporation is a nonprofit, the Certificate of Good Standing must indicate the corporation is a nonprofit or nonstock corporation.
- Form S&DC-INS must be submitted with a certificate by the California Insurance Commissioner approving the corporate name. For more information, go to www.insurance.ca.gov.
- Before submitting the completed form, you should consult with a private attorney for advice about your specific business needs and whether additional article provisions for the corporation are needed.

Fees:

- **Filing Fee:** The fee for filing a Statement and Designation by Foreign Insurer Corporation (Form S&DC-INS) is **\$100.00** for foreign stock corporation and **\$30.00** for foreign nonprofit corporation.
NOTE: If the corporation is a nonprofit, the Certificate of Good Standing must indicate the corporation is a nonprofit or nonstock corporation to get the \$30 filing fee.
- **Faster Service Fee: Counter Drop Off** - A separate, non-refundable **\$15.00** counter drop off fee is required if you submit in person (drop off) your completed document at our Sacramento office. The \$15.00 handling fee provides priority service over documents submitted by mail. The handling fee does not apply to mail submissions. The handling fee is not refundable whether the document is filed or rejected.

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.

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 Dates: For current processing dates, go to www.sos.ca.gov/business/be/processing-dates.

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Statement and Designation by Foreign Insurer Corporation (Form S&DC-INS) as follows:**

Item	Instruction	Tips
1.	Enter the name of the proposed corporation exactly as it is shown on the Certificate of Good Standing from the foreign jurisdiction. If the name of the corporation is not available for use in the State of California, the corporation must qualify in California under an assumed name. See Filing Tips.	<ul style="list-style-type: none">• If an assumed name is required, “[enter the exact name] which will do business in California as [enter the proposed assumed name].”• 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 S&DC-INS, go to www.sos.ca.gov/business/be/name-reservations.• A name reservation is not required to submit Form S&DC-INS.

		<ul style="list-style-type: none"> A preliminary search of corporation names already of record can be made online through our Business Search at bizfileOnline.sos.ca.gov. Please note: The Business Search is only a preliminary search and not intended to serve as a formal name availability search. Reserve a name online at bizfileOnline.sos.ca.gov.
2.	Enter the state, foreign country or other place where the foreign corporation is formed.	<ul style="list-style-type: none"> The jurisdiction must match the jurisdiction listed in the attached Certificate of Good Standing.
3a.	Enter the complete street address, city, state and zip code of the corporation's Principal Executive Office address.	<ul style="list-style-type: none"> The complete street address is required, including the street name and number, city, state and zip code. Address must be a physical address. Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city.
3b.	Enter the complete street address, city and zip code of the corporation's Principal Office in California, if any.	<ul style="list-style-type: none"> The complete street address is required, including the street name and number, city and zip code. Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city.
3c.	If different from the address in Item 3a, enter the mailing address of the corporation's Principal Executive Office.	<ul style="list-style-type: none"> This address will be used for mailing purposes and may be a P.O. Box address or "in care of" an individual or entity. Do not abbreviate the name of the city.
4.	<p>The corporation must have an Agent for Service of Process.</p> <p>There are two types of Agents that can be named:</p> <ul style="list-style-type: none"> an individual (e.g. officer, director, or any other individual) who resides in California with a physical California address; OR a registered corporate agent qualified with the California Secretary of State. 	<ul style="list-style-type: none"> An Agent for Service of Process is responsible for accepting legal documents (e.g. service of process, lawsuits, other types of legal notices, etc.) on behalf of the corporation. You must provide information for either an individual OR a registered corporate agent, not both. If using a registered corporate agent, the corporation must have a current agent registration certificate on file with the California Secretary of State as required by Section 1505.
4a & b.	<p>If Individual Agent:</p> <ul style="list-style-type: none"> Enter the name of the initial agent for service of process and the agent's complete California street address, city and zip code. If an individual is designated as the initial agent, complete Items 4a and 4b ONLY. Do not complete Item 4c. 	<ul style="list-style-type: none"> The complete street address is required, including the street name and number, city and zip code. Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city. Many times, a small corporation will designate an officer or director as the agent for service of process. The individual agent should be aware that the name and the physical street address of the agent for service of process is a public record, open to all (as are all the addresses of the corporation provided in filings made with the California Secretary of State.)

4c.	<p>If Registered Corporate Agent:</p> <ul style="list-style-type: none"> Enter the name of the initial registered corporate agent <i>exactly</i> as registered in California. If a registered corporate agent is designated as the initial agent, complete Item 4c ONLY. Do not complete Items 4a and 4b. 	<ul style="list-style-type: none"> Before a corporation is designated as agent for another corporation, that corporation must have a current agent registration certificate on file with the California Secretary of State as required by Section 1505 stating the address(es) of the registered corporate agent and the authorized employees that will accept service of process of legal documents and notices on behalf of the corporation. Advanced approval must be obtained from a registered corporate agent prior to designating that corporation as your agent for service of process. The California or foreign corporation may register as a California corporate agent if the corporation is authorized to engage in business in California and is in good standing on the records of the California Secretary of State. Provide your Registered Corporate Agent's exact name as registered with the California Secretary of State. To confirm that you are providing the exact name of the Registered Corporate Agent, search for their name on our Business Search at bizfileOnline.sos.ca.gov. A corporation cannot name itself as agent.
N/A	This statement is required. Do not alter.	N/A
6.	Form S&DC-INS must be signed by an officer of the foreign corporation.	<ul style="list-style-type: none"> There is no authority for a director or "authorized representative" to sign a Statement and Designation by Foreign Corporation (Form S&DC-INS). This document must be signed by a corporate officer. Do not include the office or title of the person signing.

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.

Legal Authority: General statutory filing provisions are found in Sections [2105-2106 et seq.](#) and [2106.5](#). All statutory references are to the California Corporations Code, unless otherwise stated.

Statement of Information: A Statement of Information must be filed with the California Secretary of State within 90 days **after** filing the Statement and Designation by Foreign Corporation (Form S&DC-INS) and **every year** thereafter during the [applicable filing period](#) (Section [2117](#)). A Statement of Information can be filed online at bizfileOnline.sos.ca.gov or by submitting Form SI-550.

Minimum Tax Requirement: Most corporations must pay a minimum tax of \$800 to the California Franchise Tax Board each year. (California Revenue and Taxation Code section [23153](#).) For more information, please refer to the California Franchise Tax Board's Guide for Corporations Starting Business in California (FTB Publication 1060) at <https://www.ftb.ca.gov/forms/misc/1060.html>.

Additional Resources: For a list of other agencies you may need to contact to ensure proper compliance, go to bizfile.sos.ca.gov. Note: The California Secretary of State does not license corporations. For licensing requirements, please contact the city and/or county where the principal place of business is located and/or the state agency with jurisdiction over the activities of the corporation.



Secretary of State
Statement and Designation by
Foreign Insurer Corporation

S&DC-INS

IMPORTANT - [Read Instructions](#) before completing this form.

Must be submitted with a current **Certificate of Good Standing** issued by the government agency where the corporation was formed. [See Instructions](#).

Must be submitted with a certificate by the California Insurance Commissioner approving the corporate name. For more information, go to www.insurance.ca.gov.

**Filing Fee – \$100.00 (for a foreign stock corporation) or
\$30.00 (for a foreign nonprofit corporation)**

Certified Copy Fee (Optional) - \$5.00

Note: Corporations may have to pay minimum \$800 tax to the California Franchise Tax Board each year. For more information, go to <https://www.ftb.ca.gov/>.

This Space For Office Use Only

- 1. Corporate Name** (Go to www.sos.ca.gov/business/be/name-reservations for general corporate name requirements and restrictions.)

- 2. Jurisdiction** (State, foreign country or place where this corporation is formed - **must match** the Certificate of Good Standing provided.)

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- 3. Business Addresses** (Enter the **complete** business addresses. Items 3a and 3b cannot be a P.O. Box or "in care of" an individual or entity.)

a. Initial Street Address of Principal Executive Office - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
b. Street Address of Principal Office in California, if any - Do not enter a P.O. Box	City (no abbreviations)	State CA	Zip Code
c. Mailing Address of Principal Executive Office, if different than item 3a	City (no abbreviations)	State	Zip Code

- 4. Service of Process** (Must provide either Individual **OR** Corporation.)

INDIVIDUAL – Complete Items 4a and 4b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State CA	Zip Code

CORPORATION – Complete Item 4c. Only include the name of the registered agent Corporation.

- c. California Registered Corporate Agent's Name (if agent is a corporation) – Do not complete Item 4a or 4b

5. Insurer Statement

This corporation will be subject to the California Insurance Code as an insurer.

- 6. Read and Sign Below** ([See instructions](#). Office or title not required.)

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

Signature

Type or Print Name