



DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
BUSINESS PROGRAMS | BUSINESS ENTITIES
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Changes to California Business Entity Filings (Updated May 15, 2013)

As of January 1, 2013, new legal requirements apply to business entity documents filed with the California Secretary of State's office.

Entity Addresses

All formation/registration documents must include the business entity street address and mailing address.

All foreign corporation and foreign limited liability company registration documents must include the street address of the principal business office address in California, if one exists.

Agent Address

All documents listing an individual person as an agent for service of process must include the agent's California street address. A post office box address is not acceptable. All documents listing a corporation as a California registered corporate agent must not list an address. The corporate agent's address is already on file.

Certificate to Register as a Corporate Agent

All corporate agents filing a certificate pursuant to California Corporations Code section 1505 must include the California street address where process may be served. A post office box address for a California registered corporate agent will not be accepted on any document.

Future File Date Requests

All future file date requests for corporation and limited liability company documents must be included within the document submitted or as an attachment to be made part of the filed document.

Copy Requests

The Secretary of State will no longer endorse and certify customer-provided copies. However, a customer who submits documents with a filing fee of \$25.00 or more will receive one (1) uncertified copy of the documents for free and, at the time of filing, the free copy may be certified for a \$5.00 certification fee. Customers requesting additional copies will be charged \$1.00 for the first page and \$0.50 for each additional page. Each certified copy requires an additional \$5.00 certification fee.

Note: While domestic stock and foreign corporations are required to pay a total of \$25.00 when filing the required Statement of Information, the total fees include a \$20.00 filing fee and a \$5.00 disclosure fee. Therefore, customers requesting copies of a Statement of Information (corporation or limited liability company) must include the copy fees described above.



Certificate of Merger General Information

The attached Certificate of Merger (Form OBE MERGER-1) may be used for the following mergers:

- **Limited Liability Company Mergers:** Mergers involving only limited liability companies in which one or more California limited liability companies is a party to the merger;
- **Limited Partnership Mergers:** Mergers involving only limited partnerships in which one or more California limited partnerships is a party to the merger; and
- **Interspecies Mergers:** Mergers involving “other business entities” in which one or more California corporations, limited liability companies, limited partnerships, or partnerships is a party to the merger. [The term “other business entity” is defined in California Corporations Code sections [174.5](#), [5063.5](#), [12242.5](#), [15911.01\(k\)](#), [16901\(12\)](#) and [17001\(ac\)](#).]

Upon the filing of the Certificate of Merger by the Secretary of State, the separate existence of the disappearing domestic or qualified/registered business entity shall cease in California.

Statutory filing provisions are found in California Corporations Code sections [1113\(g\)](#) (stock corporations); [3203\(g\)](#) (flexible purpose corporations); [6019.1](#) (nonprofit public benefit corporations); [8019.1](#) (nonprofit mutual benefit corporations); [9640](#) (nonprofit religious corporations); [12540.1](#) (consumer cooperative corporations); [15911.14](#) (limited partnerships); [16915\(b\)](#) (general partnerships and limited liability partnerships); and [17552](#) (limited liability companies). One or more business entities can merge only if each entity is authorized by the laws under which it is organized to effect the merger and at least one California domestic entity is involved.

There are a variety of filing requirements based not only on the types of entities involved in the merger, but also the domicile of the entities merging and whether or not any foreign (out-of-state) entities are qualified to transact business in the State of California. It is not feasible to provide information and sample documents for each set of circumstances. Documents must be drafted in accordance with applicable law, dependent upon the particular circumstances of the entities involved. Due to the complexity of merger transactions, it is recommended that the advice of private legal counsel, specializing in business entity matters, be consulted regarding the specific needs of the merging entities.

When preparing merger documents, regardless of the type of merger, be sure the entity name included in the documents is exactly as it appears on the records of the Secretary of State, including entity endings, punctuation and abbreviations. For mergers in which a California or qualified foreign corporation or limited liability company is a party to the merger, prior to filing please verify the status of the entity being merged, as merger documents **cannot** be filed on behalf of suspended/forfeited corporations or limited liability companies. (California Revenue and Taxation Code sections [23301](#), [23301.5](#) and [23775](#).) The status of the entity can be checked online on the Secretary of State's California Business Search at kepler.sos.ca.gov.

Additional Information

If the surviving entity is a foreign limited liability company or foreign other business entity and a California (domestic) limited liability company is one of the disappearing entities: The surviving entity shall file with the Secretary of State (1) an agreement that the entity may be served in this state in a

proceeding for the enforcement of an obligation of any merging entity and in a proceeding to enforce the rights of any holder of a dissenting interest or dissenting shares in a merging domestic limited liability company or domestic other business entity; (2) an irrevocable appointment of the Secretary of State as the entity's agent for service of process, and an address to which process may be forwarded; and (3) an agreement that the entity will promptly pay the holder of any dissenting interest or dissenting share in a merging domestic limited liability company or domestic other business entity the amount to which that person is entitled under California law. (California Corporations Code section [17555\(g\)\(1\)](#), [\(2\)](#) and [\(3\)](#).)

If a disappearing entity is a registered (domestic or foreign) limited liability partnership: The filing of a Certificate of Merger shall have no effect on the registered status of the entity on the records of the Secretary of State's office. To withdraw the registration, a Notice of Status Change (Form LLP-4) must be filed with the Secretary of State. (California Corporations Code sections [16954](#) and [16960](#).) Form LLP-4, along with filing information and instructions, is available on the Secretary of State's website at www.sos.ca.gov/business/be/forms.htm.

If no California entity is a party to the merger (all parties are foreign entities whether qualified or not): The Certificate of Merger may not be filed in California. If a disappearing entity in the merger is qualified or registered in California, to surrender or cancel the entity, it will be necessary to file a:

- 1) Certificate of Surrender – for foreign corporations;
- 2) Certificate of Cancellation (Form LLC-4/7) – for foreign limited liability companies;
- 3) Certificate of Cancellation (Form LP-4/7) – for foreign limited partnerships; or
- 4) Notice of Status Change (Form LLP-4) – for foreign limited liability partnerships.

The forms, along with pertinent filing information and instructions, are available on the Secretary of State's website at www.sos.ca.gov/business/be/forms.htm.

Where to File

The merger document(s) 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. Merger documents are filed only in the Secretary of State's Sacramento office. Please refer to the Secretary of State file number(s) when submitting document(s) for filing to ensure proper application. For easier completion, the Certificate of Merger (Form OBE MERGER-1) is available on the Secretary of State's website at www.sos.ca.gov/business/be/forms.htm and can be completed online and printed to mail. If you are not completing the form online, please type or legibly print in black or blue ink.

Fees

The fee for filing a Certificate of Merger (Form OBE MERGER-1) is \$150.00 for interspecies mergers, \$70.00 for mergers involving only limited liability companies and \$70.00 for mergers involving only limited partnerships. 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/be/service-options.htm. 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

Upon filing, we will return one (1) uncertified copy of your filed document for free. To get additional copies, 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.

Signatory Requirements

A Certificate of Merger (Form OBE MERGER-1) must be executed and acknowledged by the surviving entity and by each merging other business entity as set forth in California Corporations Code section [1113\(g\)\(1\) or \(2\)](#), [3203\(g\)\(1\) or \(2\)](#), [6019.1\(f\)](#), [8019.1\(g\)](#), [12540.1\(g\)](#), [15911.14\(a\)](#), [16915\(b\)](#) or [17552\(a\)](#). The following table clarifies these signatory requirements:

Entity Type	Domestic or Foreign	Signatories
Corporations	Domestic and Foreign	Executed and acknowledged by the chairperson of the board, president or a vice president and also by its secretary or an assistant secretary.
Limited Liability Companies	Domestic	Executed and acknowledged by all managers of the limited liability company (unless a lesser number is specified in the articles of organization or operating agreement).
	Foreign	Executed and acknowledged by one or more managers.
Limited Partnerships	Domestic	Executed and acknowledged by all general partners (unless a lesser number is provided in the certificate of limited partnership or limited partnership agreement).
	Foreign	Executed and acknowledged by one or more general partners.
General Partnerships and Limited Liability Partnerships	Domestic	Executed and acknowledged by two partners (unless a lesser number is provided in the partnership agreement).
	Foreign	Executed and acknowledged by one or more general partners.
Business Trusts; Real Estate Investment Trusts; Unincorporated Associations	Domestic and Foreign	Executed by those persons required or authorized to execute the certificate of merger by the laws under which that party is organized, specifying for that party the provision of law or other basis for the authority of the signing persons.

If the certificate is signed by an attorney-in-fact, the signature should be followed by the words “attorney-in-fact for (name of the person).”

If the certificate is signed by an entity, the person who signs on behalf of the entity should note their name and position/title, the exact entity name and the entity’s relation to the merging entity. Example: If a limited liability company (“Smith LLC”) is the manager of a merging limited liability company, the signature of the person signing on behalf of Smith LLC should be reflected as Joe Smith, Manager of Smith LLC, Manager.

If the certificate is signed by a trust, the trustee should sign as follows: _____, trustee for _____ trust (including the date of the trust, if applicable). Example: Mary Todd, trustee of the Lincoln Family Trust (U/T/A 5/1/94).

If the surviving entity or the merging other business entity is a limited partnership, and the certificate is filed by any person other than the general partner(s), the signature must be followed by the words “signature pursuant to Section _____” identifying the appropriate statutory authority. (California Corporations Code section [15902.05\(d\)](#).)

Instructions for Completing the Certificate of Merger (Form OBE MERGER-1)

Where to File: For easier completion, this form is available on the Secretary of State's website at www.sos.ca.gov/business/be/forms.htm 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 provisions are found in California Corporations Code sections [1113\(g\)](#), [6019.1](#), [8019.1](#), [9640](#), [12540.1](#), [15911.14](#), [16915\(b\)](#) and [17552](#). All statutory references are to the California Corporations Code, unless otherwise indicated. **Note:** If a limited partnership is a party to the merger, signing the Certificate of Merger (Form OBE MERGER-1) constitutes an affirmation under penalty of perjury that the facts stated in the document are true. (Section [15902.08\(b\)](#).)

- The Certificate of Merger (Form OBE MERGER-1) may be used for mergers between: (1) limited liability companies only, in which a one or more California limited liability companies are a party to the merger; (2) limited partnerships only, in which one or more California limited partnerships are a party to the merger; or (3) other business entities (i.e., interspecies mergers), in which one or more California corporations, limited liability companies, limited partnerships or partnerships are a party to the merger. [The term "other business entity" is defined in Sections [174.5](#), [5063.5](#), [12242.5](#), [15911.01\(k\)](#), [16901\(12\)](#) and [17001\(ac\)](#).]
- It is recommended that legal counsel be consulted prior to submitting the Certificate of Merger (Form OBE MERGER-1) to ensure that all issues are appropriately addressed.

Fees: The fee for filing the Certificate of Merger (Form OBE MERGER-1) is: (1) \$150.00 for interspecies mergers; (2) \$70.00 for mergers involving only limited liability companies; and (3) \$70.00 for mergers involving only limited partnerships. 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/be/service-options.htm. 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: Upon filing, we will return one (1) uncertified copy of your filed document for free. To get additional copies, 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.

Additional Information & Filing Requirements: Please refer to the attached "[Certificate of Merger - General Information](#)" document for additional information and requirements for filing a Certificate of Merger.

Complete the Certificate of Merger (Form OBE MERGER-1) as follows:

- | | |
|-------------------|--|
| Items 1-8. | Enter the following information for the surviving entity (Items 1-4) and the disappearing entity (Items 5-8): The exact name of the entity, the type of entity (e.g., corporation, limited liability company, limited partnership, etc.), the file number issued to the entity by the California Secretary of State, if any, and the jurisdiction (state or country) under which the entity was organized. If more than one entity is disappearing, attach additional pages with the required information. |
| Item 9. | This statement is required by statute and must not be altered. If a vote was required pursuant to the applicable law, specify the class and the number of outstanding interests of each class entitled to vote on the merger and the percentage vote required for each class. Attach additional pages, if necessary. |
| Item 10. | If equity securities of a parent party are to be issued in the merger, check the applicable statement regarding the vote of the shareholders of the parent party. Only one box may be checked. |

- Item 11.** If the surviving entity in the merger is a domestic limited liability company, limited partnership or registered general partnership, enter any requisite changes to the information set forth in the surviving entity's Articles of Organization, Certificate of Limited Partnership or Statement of Partnership Authority resulting from the merger, if any, and include the text of each amendment adopted. Attach additional pages, if necessary. (Sections [15911.14](#), [16915](#) and [17552](#).)
- Item 12.** If a disappearing entity in the merger is a domestic limited liability company, limited partnership or partnership, enter the address of the principal place of business of the surviving entity. Item 12 should not be completed when the merger is between entities of the same type where there is a surviving domestic entity (e.g., a disappearing domestic or foreign limited liability company merging into a surviving domestic limited liability company). (Sections [15911.14](#), [16915](#) and [17552](#).)
- Item 13.** Enter any other information required to be stated in the Certificate of Merger by the laws under which each party to the merger was organized. Attach additional pages, if necessary.
- Item 14.** Set forth the statutory authority or other basis under which each foreign corporation or other business entity is authorized by law to effect the merger.
- Item 15.** Enter a valid future effective date of the Certificate of Merger, if any. If none is indicated, the merger shall be effective upon filing with the California Secretary of State, or as otherwise provided by law.
- Item 16.** This statement confirms that attachments to the Certificate of Merger, if any, are incorporated by reference.
- Item 17.** The Certificate of Merger must be signed and acknowledged by each constituent other business entity as set forth in Sections [1113\(g\)\(1\) or \(2\)](#), [3023\(g\)\(1\) or \(2\)](#), [6019.1\(f\)](#), [8019.1\(g\)](#), [12540.1\(g\)](#), [15911.14\(a\)](#), [16915\(b\)](#) or [17552\(a\)](#). If additional signature space is necessary, the acknowledged signature(s) may be made on an attachment to the Certificate of Merger. Note: If a constituent other business entity is a business trust, real estate investment trust or an unincorporated association, set forth the provision of law or other basis for the authority of the person signing.

Any attachments to the Certificate of Merger are incorporated by reference and made part of the Certificate of Merger. All attachments should be 8 ½" x 11", one-sided and legible.



OBE MERG

State of California

Secretary of State

Certificate of Merger

(California Corporations Code sections
1113(g), 3203(g), 6019.1, 8019.1, 9640, 12540.1, 15911.14, 16915(b) and 17552)

IMPORTANT — Read all instructions before completing this form.

This Space For Filing Use Only

1. NAME OF SURVIVING ENTITY	2. TYPE OF ENTITY	3. CA SECRETARY OF STATE FILE NUMBER	4. JURISDICTION
5. NAME OF DISAPPEARING ENTITY	6. TYPE OF ENTITY	7. CA SECRETARY OF STATE FILE NUMBER	8. JURISDICTION

9. THE PRINCIPAL TERMS OF THE AGREEMENT OF MERGER WERE APPROVED BY A VOTE OF THE NUMBER OF INTERESTS OR SHARES OF EACH CLASS THAT EQUALED OR EXCEEDED THE VOTE REQUIRED. IF A VOTE WAS REQUIRED, SPECIFY THE CLASS AND THE NUMBER OF OUTSTANDING INTERESTS OF EACH CLASS ENTITLED TO VOTE ON THE MERGER AND THE PERCENTAGE VOTE REQUIRED OF EACH CLASS. ATTACH ADDITIONAL PAGES, IF NECESSARY.

SURVIVING ENTITY

CLASS AND NUMBER **AND** PERCENTAGE VOTE REQUIRED

DISAPPEARING ENTITY

CLASS AND NUMBER **AND** PERCENTAGE VOTE REQUIRED

10. IF EQUITY SECURITIES OF A PARENT PARTY ARE TO BE ISSUED IN THE MERGER, CHECK THE APPLICABLE STATEMENT.

☐ No vote of the shareholders of the parent party was required. ☐ The required vote of the shareholders of the parent party was obtained.

11. IF THE SURVIVING ENTITY IS A DOMESTIC LIMITED LIABILITY COMPANY, LIMITED PARTNERSHIP, OR PARTNERSHIP, PROVIDE THE REQUISITE CHANGES (IF ANY) TO THE INFORMATION SET FORTH IN THE SURVIVING ENTITY'S ARTICLES OF ORGANIZATION, CERTIFICATE OF LIMITED PARTNERSHIP OR STATEMENT OF PARTNERSHIP AUTHORITY RESULTING FROM THE MERGER. ATTACH ADDITIONAL PAGES, IF NECESSARY.

12. IF A DISAPPEARING ENTITY IS A DOMESTIC LIMITED LIABILITY COMPANY, LIMITED PARTNERSHIP, OR PARTNERSHIP, AND THE SURVIVING ENTITY IS NOT A DOMESTIC ENTITY OF THE SAME TYPE, ENTER THE PRINCIPAL ADDRESS OF THE SURVIVING ENTITY.

PRINCIPAL ADDRESS OF SURVIVING ENTITY CITY AND STATE ZIP CODE

13. OTHER INFORMATION REQUIRED TO BE STATED IN THE CERTIFICATE OF MERGER BY THE LAWS UNDER WHICH EACH CONSTITUENT OTHER BUSINESS ENTITY IS ORGANIZED. ATTACH ADDITIONAL PAGES, IF NECESSARY.

14. STATUTORY OR OTHER BASIS UNDER WHICH A FOREIGN OTHER BUSINESS ENTITY IS AUTHORIZED TO EFFECT THE MERGER.	15. FUTURE EFFECTIVE DATE, IF ANY ____ - ____ - ____ (Month) (Day) (Year)
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16. ADDITIONAL INFORMATION SET FORTH ON ATTACHED PAGES, IF ANY, IS INCORPORATED HEREIN BY THIS REFERENCE AND MADE PART OF THIS CERTIFICATE.

17. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT OF MY OWN KNOWLEDGE. I DECLARE I AM THE PERSON WHO EXECUTED THIS INSTRUMENT, WHICH EXECUTION IS MY ACT AND DEED.

SIGNATURE OF AUTHORIZED PERSON FOR THE SURVIVING ENTITY DATE TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

SIGNATURE OF AUTHORIZED PERSON FOR THE SURVIVING ENTITY DATE TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

SIGNATURE OF AUTHORIZED PERSON FOR THE DISAPPEARING ENTITY DATE TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

SIGNATURE OF AUTHORIZED PERSON FOR THE DISAPPEARING ENTITY DATE TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON

For an entity that is a business trust, real estate investment trust or an unincorporated association, set forth the provision of law or other basis for the authority of the person signing: _____