



## Secretary of State Business Programs Division

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

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### Amended Statement by Foreign Corporations

To change the name of a qualified foreign (out-of-state or out-of-country) corporation, the corporation must complete and file the enclosed Amended Statement by Foreign Corporation with the California Secretary of State. (California Corporations Code section [2107](#).)

Upon the filing of the Amended Statement by Foreign Corporation form, a new Certificate of Qualification will be issued to the corporation by the California Secretary of State. (California Corporations Code section [2107](#).) Note: The new Certificate of Qualification is issued only at the time of filing the Amended Statement by Foreign Corporation form and will not be reissued if lost or misplaced.

### Additional Requirements

There must be attached to the Amended Statement by Foreign Corporation form a certificate of an authorized public official of the state or place of incorporation certifying the change of name was made in accordance with the laws of that state or place. (California Corporations Code section [2107](#).) Both the old and new corporate names must be set forth on the face of the certificate. A certified copy of the name change amendment does not meet California statutory requirements. Note: That certificate is not required if the corporation is filing the Amended Statement by Foreign Corporation to merely delete or change a “doing business as” name without changing the legal corporate name.

Note: When changing the name of a corporation subject to the Insurance Code as an insurer, the Amended Statement by Foreign Corporation must include a statement that the corporation is subject to the Insurance Code as an insurer if that statement does not appear on documents previously filed with the California Secretary of State. In addition, a Certificate of Name Approval issued by the [California Insurance Commissioner](#) must be attached to the amended statement form at the time of filing. (California Corporations Code section [2106.5](#).)

### Where to File

The Amended Statement by Foreign Corporation 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 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday ([excluding holidays](#)). Amended Statement and by Foreign Corporation forms are filed *only in the Sacramento office*. To facilitate the processing of documents mailed to the California Secretary of State, a letter referencing the corporation's name, a return address and the name and telephone number of the person submitting the document also should be submitted.

For current processing times, go to [www.sos.ca.gov/business/be/processing-times.htm](http://www.sos.ca.gov/business/be/processing-times.htm).

### Fees

The fee for filing an Amended Statement by Foreign Corporation is \$30.00. In addition to the filing fee, there is a non-refundable \$15.00 special handling fee for processing documents that are 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 fee in lieu of the special handling fee. For detailed information about special handling or preclearance and expedited filing services, go to [www.sos.ca.gov/business/be/service-options.htm](http://www.sos.ca.gov/business/be/service-options.htm). The special handling or preclearance and expedited filings services are not applicable to documents submitted by mail, and payment for those services should be made in a separate check.

## **Fees (continued)**

Payments for documents submitted:

- by mail can be made by check or money order. Please do not send cash by mail.
- in person (drop off) at the Sacramento office can be made by check, money order, cash, or credit card (Visa or MasterCard).

Checks or money orders should be made payable to the Secretary of State.

## **Copies**

The California Secretary of State will certify two copies of the filed document without charge, provided that the complete copies with any required attachments are submitted to the California Secretary of State with the document to be filed. Any additional copies submitted will be certified upon request and payment of the \$8.00 per copy certification fee.

## **Change of Place of Domicile**

There is no statutory authority in California to amend the state or place of domicile. This change only can be accomplished in California by filing with the California Secretary of State an Agreement of Merger or a Certificate of Surrender of Right to Transact Intrastate Business to surrender the existing corporation qualified under its original place of domicile and by filing a Statement and Designation by Foreign Corporation to qualify the corporation under its new place of domicile. The surrender and qualification forms are available at [www.sos.ca.gov/business/be/forms.htm](http://www.sos.ca.gov/business/be/forms.htm) and may be filed with the California Secretary of State simultaneously to allow continued use of the corporate name in California.

## **Change of Corporate Address, Officers and/or Agent for Service of Process**

To change a corporate address or the name and/or address of the corporate officers or agent for service of process, the corporation must file a Statement of Information (Form SI-350). (California Corporations Code section 2117.) Form SI-350 is available at [www.sos.ca.gov/business/be/statements.htm](http://www.sos.ca.gov/business/be/statements.htm) and can be viewed, completed and printed to mail or dropped off at the Sacramento office.

# Amended Statement By Foreign Corporation

\_\_\_\_\_  
[Name of Corporation]

\_\_\_\_\_, a corporation organized  
and existing under the laws of \_\_\_\_\_, and which is presently  
[State or Place of Incorporation]  
qualified for the transaction of intrastate business in the State of California, makes the  
following statement:

That the name of the corporation has been changed to that hereinabove set forth and  
that the name relinquished at the time of such change was \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ .

\_\_\_\_\_  
[Name of Corporation]

\_\_\_\_\_  
[Signature of Corporate Officer]

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