

FOREIGN ENTITY DOCUMENT FILING GUIDE

This is intended as a guide only, and is not intended to provide legal advice and is not to be construed as a substitute for legal advice.

This guide applies to foreign (non-Arizona) corporations and LLCs that:

- are already registered with the Arizona Corporation Commission; and
- file in a state other than Arizona an amendment; or
- file in a state other than Arizona a merger, conversion, domestication, interest exchange, or division that does not involve an Arizona-created entity.
 - If the merger, etc. involves an entity created in Arizona, this guide does not apply. Please refer to the A.C.C. website, ecorp.azcc.gov, under "Maintain," then "Restructuring" for applicable forms and instructions.

Foreign CORPORATION:

- Must submit certified copy of the documents filed in the foreign state dated not more than 60 days prior (A.R.S. § 10-1504 or § 10-11504).
 - If the document is an amendment, the filing fee for the certified copy is \$25.
 - If the document is a merger, conversion, domestication, interest exchange, or division, the filing fee for the certified copy is \$100.
- If the certified copies of the documents are older than 60 days prior, the corporation must pay the penalty of \$100 in addition to any other required fees (A.R.S. § 10-122(D) or § 10-3122).
- If the foreign corporation will continue to be qualified here:
 - Must submit Application for NEW Authority and pay that filing fee.
- If the foreign corporation does not want to continue to be qualified here:
 - We will process the certified copy of the document and the entity will become a "no record entity."

Foreign LLC:

- Must submit certified copy of the documents filed in the foreign state dated not more than 60 days prior (A.R.S. § 29-805).
 - If the document is an amendment, the filing fee for the certified copy is \$25.
 - If the document is a merger, conversion, domestication, interest exchange, or division, the filing fee for the certified copy is \$50.
- If the LLC will continue to be qualified here:
 - Must submit Articles of Amendment to Application for Registration and pay that filing fee (A.R.S. § 29-805).
- If the foreign LLC does not want to continue to be qualified here:
 - We will process the certified copy of the document and the entity will become a "no record entity."