

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:
 - May need to submit Articles of Amendment to Application for Authority if changes were made to the corporation's name, domicile, or duration.
- 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."