

eForms

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1. Complete and print the fillable PDF form.
2. Sign the form (i.e. wet signature; [electronic](#) and [digital](#) signatures are not acceptable).
3. Scan and save the signed document to your personal computer, tablet or phone:
 - PDF file format only;
 - 10 MB file size maximum;
 - PDF must be unlocked and not password protected.
4. Upload your completed and signed PDF form and submit electronically through [eForms](#) Online.

Your submission will be reviewed for legal compliance and you will receive an email with an approval or a notice to correct your submission.

If you prefer submitting this form via mail or in person, fill out the [Submission Cover Sheet](#) and attach it to your filing. Note: In person submissions require an additional \$15 handling fee.

**Instructions for Completing the
Amended Statement by Foreign Corporation (Form ASDC)**
(Name Change ONLY)

To change the name on the records of the California Secretary of State of a registered corporation from another state, foreign country or other place, you must file an Amended Statement by Foreign Corporation (Form ASDC) with the California Secretary of State.

Status of Corporation:

- The status of the corporation **must either be active or forfeited** in order to file this name change only Form ASDC.
- The status of the foreign corporation can be checked online on the Secretary of State's Business Search at BusinessSearch.sos.ca.gov.

Important Additional Requirements When Submitting Form ASDC:

- **Certificate of Name Change:** If the legal name of the foreign corporation has changed in the state, foreign country or place of formation, this form **must be submitted** with a current certificate issued by the government agency where the foreign corporation was formed that certifies the change of name and includes both the old and new corporate name. (California Corporations Code section [2107](#).) **Note:** 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.
- **Certificate of Name Approval (Insurers ONLY):** If the foreign corporation is subject to the California Insurance Code as an insurer, this form also **must be submitted** with a Certificate of Name Approval issued by the California Insurance Commissioner. (California Corporations Code section [2106.5](#).) For more information, go to the Insurance Commissioner's website at www.insurance.ca.gov.

Fees:

- **Filing Fee:** The fee for filing an Amended Statement by Foreign Corporation (Form ASDC) is **\$30.00**.
- **Faster Service Fee:**
 - Counter and guaranteed expedite services are available only for documents *submitted in person (drop off) to our Sacramento office*.
 - **Counter Drop Off:** A separate, non-refundable **\$15.00** counter drop off fee is required if you submit in person your completed document at our Sacramento office. The \$15.00 counter drop off fee provides priority service over documents submitted by mail. The special handling fee is not refundable whether the document is filed or rejected.
 - **Guaranteed Expedite Drop Off:** For more urgent submissions, documents can be processed within a guaranteed timeframe for a non-refundable fee instead of the counter drop off fee. For detailed information about this faster processing service through our Preclearance and Expedited Filing Services, go to www.sos.ca.gov/business/be/service-options.

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. To obtain additional copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Additional copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

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 Amended Statement by Foreign Corporation (Form ASDC) as follows:**

Item	Instruction	Tips
1.	Enter the name of the foreign qualified corporation exactly as it appears on file with the California Secretary of State, including the entity ending and assumed name, if any (ex.: "Jones & Company, Inc. doing business in California as California Jones & Company, Inc." or "Smith Construction Company").	<ul style="list-style-type: none"> • Enter the exact name of the corporation that currently appears on the records of the California Secretary of State before the name change. • To ensure you have the exact name of the foreign corporation, look to your registration document filed with the California Secretary of State and any name change amendments. • Secretary of State Records can be accessed online through our Business Search at BusinessSearch.sos.ca.gov. While searching the Business Search, be sure to identify your foreign corporation correctly, including the jurisdiction that matches your foreign corporation.
2.	<ul style="list-style-type: none"> • Enter the new name of the foreign corporation. • If the new name of the corporation is not available for use in the State of California, the corporation must use in California 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 ASDC, go to www.sos.ca.gov/business/be/name-reservations. • A name reservation is not required to submit Form ASDC. • A preliminary search of corporation names already of record can be made online through our Business Search at BusinessSearch.sos.ca.gov. Please note: The Business Search is only a preliminary search and not intended to serve as a formal name availability search. For information on checking or reserving a name, go to www.sos.ca.gov/business/be/name-reservations.
3.	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 on the records of the California Secretary of State, and as shown on the name change certificate from the government agency where the corporation was formed that shows the old and new name of the corporation.
4.	Enter the 7-digit corporate Entity Number issued to the foreign corporation by the California Secretary of State at the time of registration.	<ul style="list-style-type: none"> • The 7-digit Entity (File) Number is provided by the Secretary of State on the foreign corporation's registration document filed with the California Secretary of State. • To ensure you have the correct Entity Number of the foreign corporation, look to your registration document filed with the California Secretary of State. • Secretary of State Records can be accessed online through our Business Search at BusinessSearch.sos.ca.gov. While searching the Business Search, be sure to identify your foreign corporation correctly, including the jurisdiction that matches your foreign corporation.

5.	Form ASDC 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 an Amended Statement by Foreign Corporation (Form ASDC). This document must be signed by an officer of the foreign corporation. • Do not include the office or title of the officer signing. • Do not use a computer-generated signature.
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Legal Authority: General statutory filing provisions are found in California Corporations Code section [2107](#). All statutory references are to the California Corporations Code.

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 (Form SURC) to surrender the existing foreign 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 and may be filed with the California Secretary of State simultaneously to allow continued use of the corporate name in California.

Change of Corporate Addresses, 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 foreign corporation must file with the California Secretary of State a Statement of Information (Form SI-550). (California Corporations Code section [2117](#).) Form SI-550 is available at bizfile.sos.ca.gov.

Certificate of Qualification: Once the Amended Statement by Foreign Corporation is filed, the California Secretary of State will issue to the foreign corporation a new Certificate of Qualification that reflects the new name of the corporation. Note: This 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.



Secretary of State

ASDC

Amended Statement by Foreign Corporation

(Name Change ONLY)

IMPORTANT — Read Instructions before completing this form.

Additional Requirements:

- Certificate Showing the Name Change: If the legal name of the foreign corporation has changed in the state, foreign country or place of formation, this form must be submitted with a current certificate issued by the government agency where the foreign corporation was formed that certifies the change of name and includes both the old and new corporate name. (California Corporations Code section 2107.) Note: A certified copy of the name change amendment does not meet California statutory requirements.
Certificate of Name Approval (Insurers ONLY): If the foreign corporation is subject to the Insurance Code as an insurer, this form also must be submitted with a Certificate of Name Approval issued by the California Insurance Commissioner. (California Corporations Code section 2106.5.)

Filing Fee – \$30.00

Copy Fees – First page \$1.00; each attachment page \$0.50; Certification Fee - \$5.00 plus copy fees

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1. Corporate Name (Enter the exact name of the foreign corporation as it is recorded with the California Secretary of State.)

Empty box for Corporate Name

2. New Corporate Name (Enter the new name of the foreign corporation. Note: The certificate from the government agency where the corporation was formed, as noted in the "Additional Requirements" section above, is not required if legal corporate name has not changed and you are merely filing this form to delete or change a "doing business as" name.)

Empty box for New Corporate Name

3. Jurisdiction (Enter the state, foreign country or place where this corporation is formed – must match the jurisdiction on the records of the California Secretary of State.)

4. 7-Digit Secretary of State Entity Number

Two empty boxes for Jurisdiction and Entity Number

5. Read and Sign Below (See Instructions. Office or title not required. Do not use a computer generated signature.)

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

Signature

Type or Print Name