



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 [17710.01\(k\)](#).]

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\(g\)](#) (social purpose corporations); [6019.1](#) (nonprofit public benefit corporations); [8019.1](#) (nonprofit mutual benefit corporations); [9640](#) (nonprofit religious corporations); [12540.1](#) (general cooperative corporations); [15911.14](#) (limited partnerships); [16915\(b\)](#) (general partnerships and limited liability partnerships); and [17710.14](#) (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 BusinessSearch.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 [17710.17\(f\)\(1\), \(2\) and \(3\).](#))

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-programs/business-entities/forms.

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-programs/business-entities/forms 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-programs/business-entities/service-options. Payment for special handling fee or preclearance and expedited filing services should be made in a separate check. These 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, and will certify the copy upon request and payment of a \$5.00 certification fee at the time of submission. 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 [17710.14\(a\)](#). 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, or if none, by all members (unless a lesser number is specified in the articles of organization or operating agreement).
	Foreign	Executed and acknowledged by one or more managers, or if none, by all members.
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\(g\)](#), [3203\(g\)](#), [6019.1](#), [8019.1](#), [9640](#), [12540.1](#), [15911.14](#), [16915\(b\)](#) and [17710.14](#). 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 [17710.01\(k\)](#).]
- 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-programs/business-entities/service-options. Payment for special handling or preclearance and expedited filing services should be made in a separate check. These 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, and will certify the copy upon request and payment of a \$5.00 certification fee at the time of submission. 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 [17710.14](#).)
- 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 17710.14.)
- 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 \(2\)](#), [3203\(g\)\(1\) or \(2\)](#), [6019.1\(f\)](#), [8019.1\(g\)](#), [12540.1\(g\)](#), [15911.14\(a\)](#), [16915\(b\)](#) or [17710.14\(a\)](#). 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.



Submission Cover Sheet

Instructions:

- Complete and include this form with your submission. **This information only will be used to communicate with you in writing about the submission.** This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- In person submissions: \$15 handling fee; do not include a \$15 handling fee when submitting documents by mail.
- Standard processing time for submissions to this office is approximately 5 business days from receipt. All submissions are reviewed in the date order of receipt. For updated processing time information, visit www.sos.ca.gov/business/be/processing-dates.

Optional Copy and Certification Fees:

- If applicable, include optional copy and certification fees with your submission.
- For applicable copy and certification fee information, refer to the instructions of the specific form you are submitting.

Contact Person: (Please type or print legibly)

First Name: _____ Last Name: _____

Phone (optional): _____

Entity Information: (Please type or print legibly)

Name: _____

Entity Number (if applicable): _____

Comments: _____

Return Address: For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name: [_____]

Company: _____

Address: _____

City/State/Zip: [_____]

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