

W. Fox McKeithen  
Secretary of State



APPLICATION FOR CERTIFICATE OF AUTHORITY  
TO TRANSACT BUSINESS IN LOUISIANA  
(R.S. 12:304)

Foreign Corporation  
Enclose \$100.00 filing fee  
Make remittance payable to  
Secretary of State  
*Do not send cash*

Return to: Corporations Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (504) 925-4704

STATE OF \_\_\_\_\_  
PARISH/COUNTY OF \_\_\_\_\_

Check one:                      Check one:  
( ) Non profit                      ( ) Original Application  
( ) Business                      ( ) Amended Application

Current Corporation Name: \_\_\_\_\_

Previous Corporation Name: \_\_\_\_\_

(use only for amended application changing the corporation name)

A corporation organized under the laws of the State of \_\_\_\_\_ with principal office within state of organization at \_\_\_\_\_

\_\_\_\_\_ and having its  
(domicile address, city, state, zip)

principal office (wherever located) outside of State of organization at \_\_\_\_\_  
(address, city, state, zip)

\_\_\_\_\_ doing business,  
or being about to do business in the state of Louisiana in conformity with the laws thereof, does, pursuant to the laws of said state, hereby makes its written declaration that

the registered office of the corporation in Louisiana is located at \_\_\_\_\_  
(address, city, state, zip)

and its registered agent(s) in Louisiana \_\_\_\_\_ and the principal  
Agent(s) Name and Address (Must be identical to registered office in LA)

business establishment in the State of Louisiana is \_\_\_\_\_  
(address, city, state, zip)

The nature of business which the corporation proposes to transact in this State, if it does not propose, or is not permitted, to transact in this State business of every nature  
which it is empowered to transact by its articles or certificate of incorporation: \_\_\_\_\_

The corporation's director(s) and officer(s) names and addresses (attatch addendum if needed): \_\_\_\_\_

Corporation's federal tax identification number: \_\_\_\_\_ Date first transacted business in Louisiana: \_\_\_\_\_

Dated and executed at \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
To be signed by any officer

On this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, personally appeared before me \_\_\_\_\_, who being by me first duly sworn

declared that he/she is the \_\_\_\_\_ of the above named corporation, and that the statements contained therein are true.  
(Title)

\_\_\_\_\_  
Notary

I hereby acknowledge and accept the appointment of registered agent for and on behalf  
of the above named corporation. \_\_\_\_\_  
Registered Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_. \_\_\_\_\_  
Notary

**STATE OF LOUISIANA  
SECRETARY OF STATE**



**IMPORTANT NOTICE**

Effective August 1, 1982, the documents that must be filed with the Secretary of State's office in order to qualify a foreign corporation to do business in the State of Louisiana are:

Duplicate originals (triplicate originals for a banking corporation) of the application for a certificate of authority shall be delivered to the Secretary of State, together with a certificate of corporate existence or a certificate of good standing from the incorporating jurisdiction bearing an original signature and dated within ninety days of its submission for a certificate of authority.

If the corporation seeking the issuance of a certificate of authority to transact business in this state includes in its name the words "engineer", "engineering", "surveyor" or "surveying", this office shall require prior to issuance of the certificate of authority satisfactory evidence that written notice of such application for a certificate of authority has been delivered to the State Board of Registration for Professional Engineers and Land Surveyors in writing not less than ten days prior to the date of issuance of the certificate of authority. If the applicant corporations files with its application to the Secretary of State a written waiver signed by the executive secretary or any officer of the State Board of Registration for Professional Engineers and Land Surveyors waiving the requirement of ten days written notice to said board, the Secretary of State shall be authorized to proceed immediately with the processing of such application.

**FEE SCHEDULE**

(Remittance should be made payable to the Secretary of State)

A total fee of \$100 shall be paid in advance to the Secretary of State, for the use and benefit of the state, by every corporation:

- (1) For filing and recording application for certificate of authority and certificate of existence, or a certificate of good standing;
- (2) For filing and recording application for amended certificate of authority to change the name of the corporation;
- (3) For filing and recording withdrawal proceedings;
- (4) For filing and recording termination of withdrawal proceedings;
- (5) For filing and recording certificate of merger.

A total fee of \$20 shall be paid in advance to the Secretary of State, for the use and benefit of the state, by every corporation:

- (1) For filing the notice of change of registered agent, registered office and principal business establishment [R.S. 12:308]

Forms, in triplicate, for foreign corporations qualifying to do business in the State of Louisiana are enclosed. These should be executed and two of each returned to this office. This form must be completed in its entirety in order to be accepted for filing in this office.

Yours very truly,

Fox McKeithen  
Secretary of State

**NOTE: In the states of Texas and Alabama, obtain a certificate of existence from the Secretary of State, not a good standing from the Comptroller/Department of Revenue**