

**STATE OF ALABAMA  
DOMESTIC ENTITY CONVERSION  
TO REGISTERED FOREIGN ENTITY**

PURPOSE: In order to change a domestic entity (any entity formed in Alabama) to a registered foreign entity (an entity formed outside of Alabama and desiring to transact business in Alabama), the entity must deliver the documentation in this form pursuant to 10A-1-8.04(a)(2), Code of Alabama 1975.

INSTRUCTIONS: Mail or email the completed Conversion package, (email to: [miscellaneous.filings@sos.alabama.gov](mailto:miscellaneous.filings@sos.alabama.gov) – you must use a credit or debit card if filing via email) the filing fee of \$100.00 for processing payable by credit/debit card, check, or money order to the **Secretary of State, Business Services, P.O. Box 5616, Montgomery, Alabama, 36103-5616**. The Conversion will not be registered if the credit/debit card does not authorize and will be removed from the index if the check is dishonored. **If you desire a stamped copy returned to you, supply a copy and a pre-addressed postage paid return envelope or an email address on the Payment Option/Return/Hold Sheet attached.** All instructions are complete in the form: cover letters/sheets are not required and will not be reviewed.

**This form must be typed.**

**1. Information on the converting domestic entity (entity will cease to exist as an Alabama Domestic Entity at conversion/termination):**

Alabama Entity ID number of converting entity: \_\_\_\_\_ - \_\_\_\_\_ (Format 000-000)

**\*This is not a tax id number or federal employer id number. This number is required to process the filing.**

**\*INSTRUCTIONS TO OBTAIN ID NUMBER TO COMPLETE FORM** Go to our website at [www.sos.alabama.gov](http://www.sos.alabama.gov) click on Business Services (below picture), click on Business Entity and Name Search, click on Entity Name, enter the name of the entity in the appropriate box, and enter. Click on the number and verify that this is the correct entity. **This step is strongly recommended.**

**2. The name of the converting domestic entity as currently recorded with the Secretary of State of Alabama:**

\_\_\_\_\_

**3. Street (No PO Boxes) Address of Converting Entity:** \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

\_\_\_\_\_

This form was prepared by: (type name and full address)

**(For SOS Office Use Only)**

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4. **Information on the converted foreign entity(formed/created on conversion) – this entity will be registered as an authorized foreign entity in the State of Alabama under the same entity ID number as the converting entity:**

The name of the new foreign entity resulting from this conversion:

\_\_\_\_\_  
The name must conform to the name requirements detailed in *Code of Alabama 1975* Title 10A, Chapter 1, Article 5 (see attached filing information sheet for details).

\*If the name in item number 2 above is identical to the name in item number 1 above, or if only the entity identifier (i.e., Inc., LLC, LP, etc.) changes, no name reservation certificate is required. If, however, the name differs in any way other than the identifier a name reservation certificate issued by the Office of the Alabama Secretary of State must be attached to this filing instrument (Name Reservation can be obtained online under Business Services at [www.sos.alabama.gov](http://www.sos.alabama.gov)).

5. Converted entity will be (check one):

<input type="checkbox"/> Business Corporation	<input type="checkbox"/> Limited Partnership (LP)
<input type="checkbox"/> Nonprofit Corporation	<input type="checkbox"/> Limited Liability Limited Partnership (LLLP)
<input type="checkbox"/> Professional Corporation (PC)	<input type="checkbox"/> Limited Liability Partnership (LLP)
<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Professional Limited Liability Company (PLLC)
<input type="checkbox"/> Employee Cooperative Corporation	<input type="checkbox"/> Real Estate Investment Trust

6. Street (**No PO Boxes**) Address of principal office of new foreign/converted entity:\_\_\_\_\_

\_\_\_\_\_  
Mailing Address (if different)\_\_\_\_\_

7. The foreign entity has been filed in the public office of (name of agency and street address):\_

\_\_\_\_\_  
\_\_\_\_\_  
of State/Country:\_\_\_\_\_

8. \_\_\_\_\_ The undersigned certifies that the Conversion was certified by the jurisdiction of formation/authority showing that the conversion was effectuated prior to the file/effective date of this filing.

**DOMESTIC ENTITY CONVERSION TO REGISTERED FOREIGN ENTITY**

9. Name of registered agent for service of process in Alabama (must be an individual who is a resident of Alabama or an entity registered to do business in the state and maintaining a physical location within Alabama):

Individual Name: \_\_\_\_\_ **OR**

Organization/Entity Name: \_\_\_\_\_

If an organization/entity is indicated you must provide the entity's Alabama Entity ID Number (see page 1 for search instructions or obtain the number from the entity): \_\_\_\_\_ - \_\_\_\_\_ (Format 000-000)

10. Street (**No PO Boxes**) Address of registered office (**MUST** be physically located in Alabama):

\_\_\_\_\_  
\_\_\_\_\_

Mailing Address in Alabama (if different) \_\_\_\_\_

\_\_\_\_\_

11. If the converted entity is one in which one or more owners lack limited liability protection, a statement that each owner of the converting entity who is to become a owner without limited liability protection of the resulting entity has consented in writing to the conversion as required by 10A-1-8.01 is attached.
12. The undersigned certify that the conversion was approved pursuant to *Code of Alabama 1975*, Title 10A, Chapter 1, Article 8 (specifically 10A-1-8.01) and that the information included in or attached to this conversion form are true and correct.
13. The converted foreign entity agrees to promptly pay to dissenting owners of the domestic entity that is a party to the conversion/termination of the domestic entity the amount, if any, to which they are entitled under Alabama Law (*Code of Alabama 1975*, 10A-1-8.04).
14. The converted foreign entity consents that service of process in a proceeding to enforce any obligation or any dissenter's rights of owners of the converted/terminated Alabama domestic entity may be made by registered mail addressed to the principal address of the surviving entity provided in this document or by any method provided by the Alabama Rules of Civil Procedure. Also, any notice or demand required or permitted by law to be served on the domestic entity terminated by this conversion may be served on the surviving or resulting foreign entity by registered mail addressed to the principal office of the surviving entity as provided in this document or in any other manner similar to the procedure provided by the Alabama Rules of Civil Procedures for the process of service.
15. The undersigned certify that signatures are in accordance with the requirements of 10A-1-4.01 of the *Code of Alabama 1975*.

**DOMESTIC ENTITY CONVERSION TO REGISTERED FOREIGN ENTITY**

**Signature Page**

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Typed **Name and Title** of Signature Below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Typed **Name and Title** of Signature Below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Typed **Name and Title** of Signature Below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Typed **Name and Title** of Signature Below

\_\_\_\_\_  
Signature

**Secretary of State Credit Card or Prepaid Payment Option/Return/Hold Sheet:** ; If you do not send an acknowledgement copy and a pre-addressed postage paid envelope with the filing or return email address, you will not receive a receipt from the Secretary of State's Office. Hold for pickup request will have the receipt attached. The document of record will be stamped showing the receipt of the filing fee but will not show convenience fees (generally these fees are between 2% and 5% of the total charge).

**Information MUST be typed or filing will be returned without review.**

Entity Name: \_\_\_\_\_

AL Entity ID #, required for all filings other than formation/registration: \_\_\_\_\_ - \_\_\_\_\_ (ex: 000-000)

Service Requested:  \$100.00 Conversion filing fee

\_\_\_\_\_ \$2.00 Per Page Copy Fee (Acknowledgement Copy if submitted by email)

**If submitted by email check one:** Return by \_\_\_\_\_ email \_\_\_\_\_ postal mail

Return via email (paper copy will not be sent): \_\_\_\_\_

Hold at Front Desk for Pick-up by: \_\_\_\_\_

**There is no notification service/call for pick-up.** (Service providers who run couriers for pick-up)

**Choose one of the following:**

\_\_\_\_\_ Check/money order is attached-Please make one check payable for each filing to the Alabama Secretary of State. Do not use one check for multiple filings.

\_\_\_\_\_ Charge fees to prepaid account: Account Number \_\_\_\_\_

and Account Name \_\_\_\_\_

\_\_\_\_\_  
Typed Name & Signature of Authorized Individual on Account

\_\_\_\_\_ Credit Card Type: \_\_\_\_\_ (Visa, MC, Discover & AmEx)

Card Number: \_\_\_\_\_ Expiration Mo/Yr.: \_\_\_\_\_ / \_\_\_\_\_ (MM/YY)

Card Holder Name: \_\_\_\_\_

Complete Billing Address: \_\_\_\_\_

Street or PO BOX

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Signature of Card Holder: \_\_\_\_\_

**MUST be Signature of Card Holder**