



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

Requirements and Instructions for Converting a Foreign Limited Liability Company (53-19-61 NMSA 1978)

The following instructions will assist you in converting your foreign limited liability company to a foreign profit corporation. If you need assistance after reviewing these instructions please contact the Business Services Division at 1-800-477-3632.

Filing Fees: \$200 conversion fee plus the minimum \$200 formation fee. Use the filing fee calculation below to calculate your formation fee. The formation fee will never be less than \$200 or more than \$1,000. Please make the check or money order payable to New Mexico Secretary of State or NMSOS.

$$\frac{7(a) + 7(b)}{7(c) + 7(d)} \times 6A = \frac{\text{Total}}{1000} = \$ \text{ Filing Fee}$$

Filing: An authorized officer of the corporation shall file with the Secretary of State:

1. A certified copy of the conversion that has taken place in the domestic state.
2. The Application for Certificate of Authority of a Foreign Profit Corporation, attached. All fields with an asterisk * are required.
3. A Certificate of Good Standing issued by your domestic state **dated within 30 days** of being received and accepted by our office. Some states refer to it as a Certificate of Existence or Certificate of Fact
4. A check or money order in the amount of the calculated filing fee made payable to NMSOS.

Please mail the entire packet to:

New Mexico Secretary of State

Business Services Division

325 Don Gaspar, Suite 300

Santa Fe, NM 87501

325 DON GASPAR, SUITE 300 | SANTA FE, NEW MEXICO 87501

PHONE: (505) 827-3600 or (800) 477-3632 | FAX: (505) 827-8081

WWW.SOS.STATE.NM.US



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Type or Print Legibly
Filing Fee
Min. \$200 Max. \$1,000

Foreign Profit Corporation
Application for Certificate of Authority

The undersigned corporation, in order to apply for a Certificate of Authority to conduct affairs in New Mexico
Under the Business Corporation Act, submits the following statement:

1: *The name of the corporation as registered in the domestic state is:

If the corporate name does not contain the word 'corporation,' 'company', 'incorporated', or 'limited', or the
abbreviation, state the corporate name as above and include the word ending it elects to use in New Mexico **and/**
or list any DBA name(s) the company wishes to use in New Mexico:

*Domestic State: _____ *Date of Incorporation: _____

Email Address: _____ Phone Number: _____

2: *The purpose for which the corporation is incorporated: (Please list a **specific** purpose for which the
corporation is organized.) _____

*The corporation elects to be designated as a Benefit Corporation pursuant to 53-12-7 NMSA 1978.
Yes No

If yes, the benefit purpose: _____

3: *The period of duration is:
Perpetual OR Specific Date or Number of Years _____

4: (1) *The name of the registered agent is:

Individual First and Last Name OR Registered Corporation Name and Business ID #

(2) *The New Mexico street address of the initial registered agent is: (must be a valid physical address)

City _____ State _____ Zip code _____

(3) The New Mexico mailing address of the initial registered agent is: same as physical address

City _____ State _____ Zip code _____

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(4) *The registered office in the domestic state is: (must be a physical address)

City State Zip code
(5) The mailing address of the corporation is: same as physical address

City State Zip code
(6) The principal place of business in New Mexico: None

City State Zip code

5: *The names, titles and complete addresses of the initial board of directors are: (please list at least 1 officer and 1 director)

Name	Title	Address	City	State	Zip code
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6. *The aggregate number of shares which the corporation has the authority to issue **and** the number of shares that have been issued, itemized by class and series, if any, within each class is: (attach schedule if needed).

(A) *Authority to Issue	(B) *Have been issued
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7. *Provide an estimate expressed in dollars, for each of the following based on the **current fiscal year**: (Please list a dollar amount, zero, or none. **Do not list n/a.**)

(a) *The gross amount of business which will be transacted at or from places of business in New Mexico	\$
(b) *The value of all property to be owned and located in New Mexico	\$
(c) *The gross amount of business which will be transacted at or from places of business wherever transacted	\$
(d) *The value of all property to be owned and located wherever	\$

*Executed Date:

*Signature of Officer(s)

*Printed Name(s)

**Statement of Acceptance of Appointment by
Designated Initial Registered Agent**

If the Registered Agent listed on item four is an **individual**, complete **box one**.

If the Registered Agent listed on item four is a **corporation**, complete **box two**.

Please Note: the corporation filing these articles cannot be listed as their own registered agent.

Box One - *Individual as Registered Agent

I, _____
(Registered Agent's Printed Name)
the undersigned individual, hereby accept the appointment as initial registered agent of
_____,
(Corporation's Name)
the Corporation which is named in the Application for Certificate of Authority.

(Registered Agent's Signature)

Box Two - *Corporation as Registered Agent

I, _____
(Authorized Person's Printed Name and Title)
the undersigned individual on behalf of _____,
(Registered Agent Corporate Name)
hereby accept the appointment as initial registered agent of
_____,
(Corporation's Name)
the Corporation which is named in the Application for Certificate of Authority.

(Authorized Person's Signature)



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Document Delivery Instruction Form

Please fill out in its entirety

Contact Name: _____

Contact Phone Number: _____

Attention: _____

Mailing Address: _____

City

State

Zip code

Email Address: _____

All documents will be emailed to the email address listed. If an email address is not provided the documents will be mailed to the address listed.

check if you choose to pick up your documents

Documents listed for pick up must be picked up within five business days or documents will be emailed.

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