

Application to Register Foreign Limited Liability Company Name

ARIZONA CORPORATION COMMISSION

Corporations Division
1300 West Washington Street
Phoenix, Arizona 85007
www.azcc.gov
(602) 542-3026



Instructions L047i

General Information

A foreign limited liability company can register the foreign name for a period of one year by submitting an Application To Register Foreign Limited Liability Company Name. See A.R.S. § 29-3114.

A fictitious name can be registered. If the limited liability company name in the foreign domicile is not available in Arizona.

Note that the Arizona Corporation Commission does not register or reserve trade names. For trade name registration, contact the Secretary of State's Office at 602-542-6187 or www.azsos.gov

Registering a name is not required. Registering a foreign limited liability company name is optional. Whether you should register a foreign limited liability company name depends upon your particular circumstances, and Arizona Corporation Commission staff cannot advise you or make the decision for you.

Registering a name does not grant authority to do business.

If a foreign limited liability company is doing business in Arizona, it must submit to the Arizona Corporation Commission a Foreign Registration Statement, whether or not it registers its name with the A.C.C. See A.R.S. §§ 29-3902.

Effective time period. Once approved, a name registration is effective for a period of one year from the date on which the A.C.C. receives the Application to Register Foreign Limited Liability Company Name. If the name registration is approved, the approval letter sent by the A.C.C. will contain the expiration date for the name registration. See A.R.S. §§ 29-3114.

Note that the name registration will automatically terminate or become inactive in the records of the Arizona Corporation Commission once the foreign limited liability company becomes

registered with the Arizona Corporation Commission to do business in Arizona under the registered name, or if the foreign limited liability company consents for another limited liability company to use the registered name. See A.R.S. §§ 29-3114.

Name registrations may be renewable. If the name registration has not automatically terminated or become inactive (see previous paragraph) the foreign limited liability company may renew the name registration by submitting another Application To Register Foreign Limited Liability Company Name on or before the expiration date of the existing name registration. The Application form has a check box for Renewal. The renewal would be effective for a period of one year from the expiration date of the original name registration period. If the name registration has automatically terminated or become inactive in the records of the Arizona Corporation Commission, the name registration cannot be renewed.

Expiration date. The expiration date for the name registration or for a renewal of a name registration will be stated within the approval letter the foreign limited liability company will receive from the Arizona Corporation Commission. The A.C.C. will not issue any reminder of the expiration date. It is strongly suggested that the foreign limited liability company calendars the expiration date.

Name registration can be canceled. See the Notice of Cancellation Of Foreign Limited Liability Company Name Registration form Instructions L047 at ecorp.azcc.gov

Filing fee. The filing fee is \$10.00. For Expedited processing, add \$35.00. For Two-Hour Service, add \$400.00. For Same Day Service, add \$200.00. For Next Day Service, add \$100.00. For questions, contact our Call Center at 602-542-3026. All fees are nonrefundable. See A.R.S. § 29-3213.

Processing time. Processing times are posted on our website each Monday at ecorp.azcc.gov

For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. See A.R.S. § 29-3213. The expedite fee is \$35.00. See Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. Same Day/Next Day Service fees, See Decision No. 77503, December 17, 2019, as amended on January 15, 2020. Docket No. ACC-00000A-19-0213.

Name Requirements

The examiner will determine if the name to be registered complies with the statutory requirements, but you can check for name availability and submit the name registration application by using our website at ecorp.azcc.gov Web access is available to the public at our Phoenix and Tucson offices.

The LLC name must satisfy the requirements of A.R.S. § 29-3112. The professional LLC name must satisfy the requirements of A.R.S. § 29-4106.

Statutes are available on the Arizona Legislature's website, www.azleg.gov, by following the link for Arizona Revised Statutes.

The minimum requirements under Arizona law for the name of a limited liability company are that it: shall contain the words "limited liability company" or "limited company" or the abbreviations "L.L.C.", "L.C.", "LLC" or "LC" AND shall not contain the words "association", "corporation", "incorporated", or an abbreviation of those words. If the name contains any of the following words, prior written approval must be obtained from the Arizona Department of Financial Institutions before registration is allowed: Bank; Banker; Banking; Banc; Banco; Banque; Credit Union; Deposit; Savings Association; Building Association; Savings and Loan Association; Building and Loan Association; Savings Bank; Thrift; Trust;

or Trust Company. See A.R.S. § 29-3112. A professional limited liability company name shall not conflict with any of the above, and shall contain the words "professional limited liability company" or one of the following abbreviations: "P.L.L.C.", "P.L.C.", "PLLC", or "PLC", in upper or lower case letters. Fictitious name. If a foreign LLC's name is not available or does not satisfy the LLC name requirements, it may use a fictitious name if it attaches to the Foreign Registration Statement a company resolution adopting a fictitious name. See A.R.S. § 29-3906.

Trade Name. If the entity name you wish to use has an identical existing trade name registered with the Secretary of State's office, the owner of the trade name must be listed within the document as one of the following: member, manager, officer, director, or statutory agent.

Instructions

Renewal. If you are renewing an existing name registration that is about to expire, check the box.

Number 1. Check one box only to indicate the type of foreign limited liability company that is registering the name.

Number 2. List the exact name of the foreign limited liability company from its state or country of formation, including exact spelling, punctuation, and any corporate identifier such as LLC, etc.

Number 3. List the exact name to be registered, including exact spelling, punctuation, and any corporate identifier such as LLC, etc.

Check one box below the name to be registered to indicate the type of name being registered.

If the foreign limited liability company formation state or country of formation does not require an identifier, then the foreign limited liability company must add an identifier to its name for use in Arizona. See the discussion above on Name Requirements.

Number 4. List the state or country under the laws of which the foreign limited liability company was formed.

Number 5. Give the date on which the foreign limited liability company was formed in its state or country of formation.

Number 6. Give a short description of the nature of the foreign limited liability company's activities (the type of business or affairs in which it is engaged).

Number 7. The name registration, or renewal of a name registration, is effective for a period of one year.

Signature and Verification

Any authorized person may sign the document under penalty of law. The "I accept" box must be checked.

Sign on the line underneath the "I accept" box. Print the name of the individual next to the signature. Fill in the date. Check the appropriate box underneath the signature line to indicate whether the person signing is an authorized individual or signing on behalf of an entity authorized to sign the document. If the signer is an entity, fill in the entity name underneath the appropriate check box.

Submit the document

Cover Sheet. All documents must be submitted with a Cover Sheet. Forms are available on our website at this link: ecorp.azcc.gov

What to submit:

1. Cover Sheet
2. Application to Register Foreign Name
3. Payment.

By Mail. Mail the completed paper document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission
Corporations Division - Examination Section
1300 W. Washington St.
Phoenix, Arizona 85007

In Person. Deliver the completed document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission
Corporations Division - Examination Section
1300 W. Washington St.
Phoenix, Arizona 85007

Payment Methods

Credit card. If submitting the document in person, payment by credit card is acceptable. Credit cards cannot be used if submitting by mail. The Arizona Corporation Commission accepts only Visa or MasterCard.

Check. If submitting the document by mail or in person, payment by check is acceptable. Checks must be made payable to "Arizona Corporation Commission," with all words spelled out and no abbreviations. Checks must be completely and properly filled out, including the amount sections. We will not accept checks drawn on non-U.S. banks.

Money order. If submitting the document by mail or in person, payment by money order is acceptable.

Cash. If submitting the document in person, cash payments are acceptable at the Phoenix office ONLY (Tucson does not accept cash). Do not mail cash.

Questions

For questions, contact Customer Service at 602-542-3026, or, within Arizona only, 800-345-5819.