

Instructions C008i

Notice of Transfer of Corporation Name Reservation

ARIZONA CORPORATION COMMISSION

Corporations Division
1300 West Washington Street
Phoenix, Arizona 85007

www.azcc.gov

(602) 542-3026



General Information

An approved corporation name reservation that has not expired may be transferred to another individual or entity by filing with the Arizona Corporation Commission a Notice of Transfer of Corporation Name Reservation. See A.R.S. §§ 10-402 and 10-3402.

Transfer does not extend time period. Once approved, a name reservation is effective for a nonrenewable period of 120 days from the date on which the Arizona Corporation Commission receives the Application To Reserve Corporation Name. A transfer of the approved name reservation does not extend that 120 days.

Transfer only within the 120 days. Name reservations are effective for 120 days from the date on which the Arizona Corporation Commission receives the Application To Reserve Corporation Name. A name reservation that has expired cannot be transferred. A Notice of Transfer can be submitted on or before the expiration date of the name reservation.

Name reservations are not renewable. Name reservations are effective for 120 days and then they expire and cannot be renewed by the person in whose name they are recorded in the records of the Arizona Corporation Commission.

Name reservations can be canceled. See the Notice of Cancellation Of Approved Corporation Name Reservation form Instructions C009i at <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

Filing fee. The filing fee is \$10.00. For expedited processing (read the next paragraph), add \$35.00 to the filing fee. All fees are nonrefundable. See A.R.S. §§ 10-122 and 10-3122.

Processing time. Processing times are posted on our website each Monday at www.azcc.gov/Divisions/Corporations.

For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. See A.R.S. §§ 10-122 and 10-3122. The expedite fee is \$35.00. See Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. The Arizona Corporation Commission does not currently offer same day or next day service.

Instructions

Number 1. List the exact name that was reserved as shown on Arizona Corporation Commission records, including exact spelling, punctuation, and any corporate identifier such as Inc. or Incorporated, etc.

Number 2. List the Arizona Corporation Commission file number for the name reservation. Find the file number on our website at www.azcc.gov/Divisions/Corporations.

Number 3. The Owner is the same individual or entity that was listed as the Applicant in the Application To Reserve Corporation Name. List the name of that individual or entity exactly as it appears in Arizona Corporation Commission records.

Number 4. The Transferee is the individual or entity to whom the name reservation is being transferred. List the name of *either* an individual or an entity, and give the complete address.

Signature and Verification

The Owner listed in number 3 must sign the Notice Of Transfer Of Corporation Name Reservation.

The document is submitted under penalty of perjury, and the "I accept" box must be checked.

Sign on the line underneath the "I accept" box. Print the name of the individual signing next to the signature. If completing the form online, type in the name in both fields. Fill in the date. Check the appropriate box underneath the signature line to indicate whether the person signing is an individual or an entity. The box checked must be

consistent with the Owner listed in number 3.

Submit the document

Cover Sheet. All documents must be submitted with a Cover Sheet. Forms are available on our website at this link: <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

What to submit:

1. Cover Sheet
2. Notice of Transfer of Name Reservation
3. Payment.

By Mail. Mail the completed paper document, cover sheet, and payment (see below for payment information) to:
Arizona Corporation Commission
Corporations Division
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
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, MasterCard, or American Express.

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. Checks that do not have an imprinted or preprinted name and address of the account holder and an imprinted or preprinted check number will not be accepted. Handwritten or stamped names, addresses, or check numbers will not be accepted. For example, we will not accept temporary checks, such

as those from a new account. We will accept checks drawn on non-U.S. banks as long as the check states that the funds are payable in U.S. dollars.

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. Do not mail cash.

Questions

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