Instructions for Completing the Statement of Information (Form SI-550)

For faster processing, the required statement for most corporations can be filed online at https://businessfilings.sos.ca.gov.

Every **California stock, agricultural cooperative and registered foreign corporation** must file a Statement of Information with the California Secretary of State **within 90 days** of registering with the California Secretary of State, and **every year** thereafter during a specific 6-month filing period based on the original registration date, as described in the chart below. Changes to information contained in a previously filed Statement of Information can be made by filing a new Form SI-550, **completed in its entirety**. If there has been **no change** in any of the information contained in the previous complete Statement of Information filed with the California Secretary of State, a Statement of No Change (Form SI-550 NC) may be used instead of this Statement of Information (Form SI-550). A California nonprofit corporation is not authorized to file a Form SI-550 and must file a complete Statement of Information using Form SI-100.

Status of Corporation: In order to file Form SI-550, the status of the corporation **must** be active or suspended/forfeited on the records of the California Secretary of State. The status of the corporation can be checked online on the Secretary of State's Business Search at BusinessSearch.sos.ca.gov. See the FTB Suspension/Forfeiture section below for information about resolving an FTB suspended/forfeited status.

Fees: See chart below. Checks should be made payable to the Secretary of State.

Copies: To obtain a copy or certified copy of this filed Statement of Information, include payment for copy fees and certification fees at the time this Statement of Information is submitted. Copy fees are $1.00 for the first page and $.50 for each attachment page. For certified copies, there is an additional $5.00 certification fee, per document.

Processing Times: For current processing times, go to www.sos.ca.gov/business/be/processing-times.

Type of Filing	Description	Form to Use	Fee
Initial Filing	The initial filing is due 90 days from the entity's registration date.	Statement of Information - Form SI-550	$25.00
Required Periodic Filing	• This statement is due **every year** based on the entity's registration date. • The filing period includes the registration month and the immediately preceding five (5) months.	Statement of No Change - Form SI-550 NC, if no changes have occurred in any of the information contained in the previous complete Statement of Information filed with the California Secretary of State **Or** Statement of Information - Form SI-550, if changes have occurred	$25.00
No Fee Statement	A Statement of Information submitted before the next required statement is due but after the initial or required filing requirements have been met to update information including changes to information for the agent for service of process.	Statement of Information - Form SI-550	No Fee

Statutory Required 6 Month Filing Window for Corporations

Month of Registration or Conversion	Statement of Information Applicable Filing Period	
	First Day of	Through Last Day of
January	August	January
February	September	February
March	October	March
April	November	April
May	December	May
June	January	June
July	February	July
August	March	August
September	April	September
October	May	October
November	June	November
December	July	December

2017 California Secretary of State
www.sos.ca.gov/business/be

If you are not completing this form online, please **type or print legibly** in black or blue ink. **Complete the Statement of Information (Form SI-550) as follows:**

Item	Instruction	Tips
1.	Enter the name of the corporation **exactly** as it appears on file with the California Secretary of State, including the entity ending (ex: "Jones & Company, Inc." or "Smith Construction Company").	• The name must match exactly the name as shown on the records of the California Secretary of State. • If your corporation is a registered foreign corporation using an assumed name in California (e.g. "ABC CORPORATION DOING BUSINESS IN CALIFORNIA AS ABC CORPORATION OF DELAWARE"), you must enter the complete assumed name.
2.	Enter the 7-digit file number issued by the California Secretary of State.	• The 7-digit file number is provided by the Secretary of State above the file stamp at the top of the corporation's registration document filed with the California Secretary of State. • To ensure you have the correct file number and exact name of the corporation, look to your registration document filed with the California Secretary of State and any name change amendments. • Secretary of State Records can be accessed online through our Business Search at BusinessSearchsos.ca.gov. While searching the Business Search, be sure to identify your entity correctly including the jurisdiction that matches your entity.
3a.	Enter the complete street address, city, state and zip code of the corporation's principal executive office.	• The **complete street address** is required, including the street name and number, city, state and zip code. • Address must be a physical address. • Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city.
3b.	Enter the complete mailing address, city, state and zip code of the corporation, if different from Item 3a.	• This address will be used for mailing purposes and may be a P.O. Box address or "in care of" an individual or entity. • Do not abbreviate the name of the city.
3c.	Enter the complete street address, city and zip code of the corporation's principal office in California, if any and if different from Item 3a. Complete this item 3c only if the address in Item 3a is outside of California.	• The **complete street address** is required, including the street name and number, city and zip code. • Address must be a physical address in California. • Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city. • If Item 3a is an address in California leave Item 3c blank and proceed to Item 4.
4.	Enter the name and complete business or residential address of the corporation's: a. Chief Executive Officer (i.e. president) b. Secretary and c. Chief Financial Officer (i.e. treasurer).	• Do not abbreviate the name of the city. • Every corporation is **required** to have at least these 3 officers. • An additional title for the Chief Executive Officer and Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered. • Unless the articles of incorporation or bylaws provide otherwise, the president, of if there is no president, the chairperson of the board, is the chief executive officer of the corporation. • California Corporations Only: Any number of offices may be held by the same person unless the articles of incorporation or bylaws provide otherwise, except, in the case of a California agricultural cooperative, neither the president nor the secretary may be the same person.
5a.	California Stock and Agricultural Cooperative Corporations **ONLY**: Enter the name and complete business or residential address of the corporation's current director(s).	• If the corporation has more than one director, enter the name(s) and addresses of the additional directors on Form SI-550A available at http://bpd.cdn.sos.ca.gov/corp/pdf/so/si-550a.pdf. • Please do not abbreviate the name of the city. • Every California stock and agricultural cooperative corporation is **required** to have at least one director.

5b.	California Stock and Agricultural Cooperative Corporations **ONLY**: Enter the number of vacancies on the board of directors, if any.	
6.	**The corporation must have an Agent for Service of Process.** There are two types of Agents that can be named: • an individual (e.g. owner, director or any other individual) who resides in California with a physical California street address; **OR** • a registered corporate agent qualified with the California Secretary of State.	• An Agent for Service of Process is responsible for accepting legal documents (e.g. service of process, lawsuits, subpoenas, other types of legal notices, etc.) on behalf of the corporation. • You must provide information for either an individual OR a registered corporate agent, not both. • If using a registered corporate agent, the corporation must have a current agent registration certificate on file with the California Secretary of State as required by Section 1505.
6a & b.	If **Individual** Agent: • Enter the name of the agent for service of process and the agent's complete **California** street address, city and zip code. • If an individual is designated as the agent, complete Items 6a and 6b ONLY. **Do not complete Item 6c**.	• The **complete street address** is required, including the street name and number, city and zip code. • Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city. • Many times, a small corporation will designate an officer or director as the agent for service of process. • The individual agent should be aware that the name and the physical street address of the agent for service of process is a public record, open to all (as are all the addresses of the corporation provided in filings made with the California Secretary of State).
6c.	If **Registered Corporate Agent**: • Enter the name of the registered corporate agent *exactly* as registered in California. • If a registered corporate agent is designated as the agent, complete Item 6c ONLY. **Do not complete Items 6a and 6b**.	• Before a corporation is designated as agent for another corporation, that corporation must have a current agent registration certificate on file with the California Secretary of State as required by Section 1505 stating the address(es) of the registered corporate agent and the authorized employees that will accept service of process of legal documents and notices on behalf of the corporation. • Advanced approval **must be obtained** from a registered corporate agent **prior** to designating that corporation as your agent for service of process. • No California or foreign corporation may register as a California corporate agent unless the corporation currently is authorized to engage in business in California and is in good standing on the records of the California Secretary of State. • Provide your Registered Corporate Agent's exact name as registered with the California Secretary of State. To confirm that you are providing the exact name of the Registered Corporate Agent, go to https://businessfilings.sos.ca.gov/frmlist1505s.asp.
7.	Briefly describe the general type of business that is the principal business activity of the corporation.	
8.	Type or print the date, the name and title of the person completing this form and sign where indicated.	

Mail Submission Cover Sheet (Optional): To make it easier to receive communication related to **this document**, including the purchased copy of the filed document, if any, complete the Mail Submission Cover Sheet. For the Return Address: Enter the name of a designated person and/or company and the corresponding mailing address. Please note that the Mail Submission Cover Sheet will be treated as correspondence and will not be made part of the filed document.

Where to File: The completed form along with the applicable fees can be mailed to Secretary of State, Statement of Information Unit, P.O. Box 944230, Sacramento, CA 94244-2300 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, Sacramento, CA 95814.

Legal Authority: General statutory filing provisions are found in California Corporations Code sections 1502 and 2117 and Food and Agriculture Code section 54040. All statutory references are to the California Corporations Code, unless otherwise stated. Failure to file this Statement of Information by the due date will result in the assessment of a $250.00 penalty. (Sections 2204 and 2206; California Revenue and Taxation Code section 19141.)

Publicly Traded Corporations: Every publicly traded California stock and foreign corporation also must file a Corporate Disclosure Statement (Form SI-PT) annually, within 150 days after the end of its fiscal year. A "publicly traded corporation" is a corporation generally has at least one class of stock or other securities listed or admitted for trading on a national securities exchange, on the OTC-Bulletin Board, or on the electronic service operated by Pink OTC Markets Inc. Form SI-PT may be obtained from the Secretary of State's website at www.sos.ca.gov/business/be/statements or by calling the Statement of Information Unit at (916) 657-5448.

FTB Suspension/Forfeiture: If the corporation's status is FTB suspended/forfeited, the status must be resolved with the California Franchise Tax Board (FTB) for the corporation to be returned to active status. For revivor requirements, go to the FTB's website at https://www.ftb.ca.gov or contact the FTB at (800) 852-5711 (from within the U.S.) or (916) 845-6500 (from outside the U.S.).

Secretary of State
Business Programs Division
Statement of Information, P.O. Box 944230, Sacramento, CA 94244-2300

Mail Submission Cover Sheet

Instructions:

- Complete and include this form with your submission. **This information only will be used to communicate with you in writing about the submission**. This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- Standard processing time for **submissions** to this office is approximately 5 business days from receipt. All **submissions** are reviewed in the date order of receipt. For updated processing time information, go to www.sos.ca.gov/business/be/processing-times.

Optional Copy and Certification Fees:

- If applicable, include optional copy and certification fees with your submission.
- For applicable copy and certification fee information, refer to the instructions of the specific form you are submitting.

Entity Information: (Please type or print legibly)

Name: _____

Entity Number (if applicable): _____

Comments: _____

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Return Address: For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name: ⌈ ⌉

Company:

Address:

City/State/Zip: ⌊ ⌋

Secretary of State Use Only	
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Clear Form Print Form

Secretary of State
Statement of Information
(California Stock, Agricultural Cooperative and Foreign Corporations)

SI-550

IMPORTANT — Read instructions **before completing this form.**

Fees (Filing plus Disclosure) – $25.00;

Copy Fees – First page $1.00; each attachment page $0.50;
Certification Fee - $5.00 plus copy fees

1. Corporation Name (Enter the **exact** name of the corporation as it is recorded with the California Secretary of State. Note: If you registered in California using an assumed name, see instructions.)

This Space For Office Use Only

2. 7-Digit Secretary of State File Number

3. Business Addresses

a. Street Address of Principal Executive Office - Do not list a P.O. Box	City (no abbreviations)	State	Zip Code
b. Mailing Address of Corporation, **if different than item 3a**	City (no abbreviations)	State	Zip Code
c. Street Address of Principal **California** Office, if any and if different than Item 3a - Do not list a P.O. Box	City (no abbreviations)	State **CA**	Zip Code

4. Officers The Corporation is required to list all three of the officers set forth below. An additional title for the Chief Executive Officer and Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered.

a. **Chief Executive Officer/**	First Name	Middle Name	Last Name	Suffix
Address			City (no abbreviations) / State / Zip Code	
b. **Secretary**	First Name	Middle Name	Last Name	Suffix
Address			City (no abbreviations) / State / Zip Code	
c. **Chief Financial Officer/**	First Name	Middle Name	Last Name	Suffix
Address			City (no abbreviations) / State / Zip Code	

5. Director(s) California Stock and Agricultural Cooperative Corporations ONLY: **Item 5a:** At least one name **and** address must be listed. If the Corporation has additional directors, enter the name(s) and addresses on Form SI-550A (see instructions).

a. First Name	Middle Name	Last Name	Suffix
Address		City (no abbreviations) / State / Zip Code	
b. Number of Vacancies on the Board of Directors, if any			

6. Service of Process (Must provide either Individual **OR** Corporation.)

INDIVIDUAL – Complete Items 6a and 6b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is **not** a corporation)	Middle Name	Last Name	Suffix
b. Street Address (if agent is **not** a corporation) - **Do not enter a P.O. Box**	City (no abbreviations)	State **CA**	Zip Code

CORPORATION – Complete Item 6c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) – Do not complete Item 6a or 6b

7. Type of Business

Describe the type of business or services of the Corporation

8. The Information contained herein, including in any attachments, is true and correct.

Date | Type or Print Name of Person Completing the Form | Title | Signature

Clear Form Print Form