



**Secretary of State  
Business Programs Division  
Business Entities**

1500 11th Street, Sacramento, CA 95814  
P.O. Box 944260, Sacramento, CA 94244-2600

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## **Business Entities Submission Cover Sheet**

For fastest service, file online at [bizfileOnline.sos.ca.gov](http://bizfileOnline.sos.ca.gov).

### **Instructions:**

- Complete and include this form with your paper submission. This form will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- In-person submissions (excluding Statements of Information): \$15 special handling fee. Do not include a \$15 special handling fee when submitting documents by mail.
- All submissions are reviewed in the date order of receipt, with online submissions given priority. For updated processing time information, visit [www.sos.ca.gov/business/be/processing-dates](http://www.sos.ca.gov/business/be/processing-dates).
- To obtain a certified copy, include certification fees with your submission.

**Note: All correspondence related to your submission will be sent to the name and address on your check or money order.**

### **Contact Person (Please type or print legibly):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Entity Information (Please type or print legibly):**

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

Entity Number (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_

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



CONV-1A

File # \_\_\_\_\_

# State of California Secretary of State

## Certificate of Conversion

**Fee: \$150.00 if a California corporation is the converting entity. \$30.00 for all other conversions.**

This Space For Filing Use Only

### Converted Entity Information

1. Name of Converted Entity			
2. Form of Entity		3. Jurisdiction	
4. Mailing Address of Principal Office of Converted Entity (Complete only if converting a California limited partnership.)			
		City	State      Zip Code
5. Street Address of Principal Office of Converted Entity - <i>Do not list a P.O. Box</i> (Complete only if converting a California limited liability company or a registered California general partnership.)			
		City	State      Zip Code
6. Street Address of the California Principal Office of Converted Entity, if any - <i>Do not list a P.O. Box</i> (Complete only if converting a registered California general partnership.)			
		City	State      Zip Code
<b>CA</b>			
7. <b>If the converting entity is a California corporation, limited liability company, limited partnership or general partnership, you must designate an agent for service of process:</b> Item 7a: List the name of an individual or a corporation registered in CA under California Corporations Code section 1505 that agrees to be your agent for service of process. You may <b>not</b> list the converted entity as the agent. Item 7b: If the agent is an individual, list the agent's business or residential street address. Item 7c: If the agent is an individual, list the mailing address of the converted entity's agent. <b>Do not</b> list an address if the agent is a California registered corporate agent as the address for service of process is already on file.			
a. Name of Agent For Service of Process			
_____			
b. <b>If an individual</b> , Street Address of Agent for Service of Process - <i>Do not list a P.O. Box</i>		City	State      Zip Code
_____			
c. <b>If an individual</b> , Mailing Address of Agent for Service of Process		City	State      Zip Code
_____			

### Converting Entity Information

8. Name of Converting Entity		
_____		
9. Entity Type	10. Jurisdiction	11. CA Secretary of State Entity Number, if any
_____	_____	_____
12. The principal terms of the plan of conversion were approved by a vote of the number of interests or shares of each class that equaled or exceeded the vote required. If a vote was required, the following was required for each class:		
<u>The class and number of outstanding interests entitled to vote.</u>	<b>AND</b>	<u>The percentage vote required of each class.</u>
_____		_____

### Additional Information

13. Additional information set forth on the attached pages, if any, is incorporated herein by this reference and made part of this certificate.

14. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge. I declare I am the person who executed this instrument, which execution is my act and deed.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Authorized Person

\_\_\_\_\_

Type or Print Name and Title of Authorized Person

\_\_\_\_\_

Signature of Authorized Person

\_\_\_\_\_

Type or Print Name and Title of Authorized Person