

STATE OF ALABAMA

CONVERSION OF A DOMESTIC ENTITY

PURPOSE: In order to change the entity type of a domestic entity (any entity formed in Alabama), the entity must deliver the documentation in this form pursuant to Section 10A, Chapter 1, Article 8, Code of Alabama 1975.

INSTRUCTIONS: Mail one (1) signed original and two (2) copies of the completed Conversion package, the filing fee of \$25.00 (credit card, check, or money order) to the **Secretary of State, Business Services, P.O. Box 5616, Montgomery, Alabama, 36103-5616**, and a check or money order made out to the Judge of Probate in the county where the entity's formation documents were recorded (contact the Office of the Judge of Probate for the fees). The Secretary of State will file and transmit the copies to the Judge of Probate in accordance with 10A-1-4.02(g). The Conversion will not be registered if the credit card does not authorize and will be removed from the index if the check is dishonored. **If you desire a stamped copy returned to you, supply a third copy and a pre-addressed postage paid return envelope.**



(For SOS Office Use Only)

**This form must be typed or laser printed.
Faxed and emailed transmissions will not be acknowledged, processed, or returned.**

1. Information on the converting entity (entity will cease to exist at conversion/termination by conversion):

Alabama entity id number of converting entity: _____ - _____ (Format 000-000) *

***INSTRUCTION TO OBTAIN ID NUMBER TO COMPLETE FORM:** If you do not have this number immediately available, you may obtain it on our website at www.sos.alabama.gov under the Government Records tab. Click on Business Entity Records, click on Entity Name, enter the registered name of the entity in the appropriate box, and enter. The six (6) digit number containing a dash to the left of the name is the entity ID number. If you click on that number, you can check the details page to make certain that you have the correct entity – this verification step is strongly recommended.

The name of the converting entity as recorded with the Secretary of State of Alabama:

County Probate Office in Alabama where the formation documents/articles of this domestic entity were recorded and where the conversion document will be forwarded for recording: _____

This Document was prepared by:

(For County Probate Court Office Use Only)

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2. Information on the converted (formed/created by this conversion) – this entity will continue to exist:

The name of the new domestic entity resulting from this conversion (A domestic name reservation certificate issued by the Alabama Secretary of State must be attached if the name is changing anything more than the entity identifier information – such as Inc., LLC, etc. – if only the identifier information is changing, no name reservation is required name):

Converted entity will be (check one):

- | | |
|---|---|
| <input type="checkbox"/> Business Corporation | <input type="checkbox"/> Limited Partnership (LP) |
| <input type="checkbox"/> Nonprofit Corporation | <input type="checkbox"/> Limited Liability Limited Partnership (LLLP) |
| <input type="checkbox"/> Professional Corporation (PC) | <input type="checkbox"/> Employee Cooperative Corporation |
| <input type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> Real Estate Investment Trust |
| <input type="checkbox"/> Registered Limited Liability Partnership (LLP) | |

3. Street (No PO Boxes) Address of principal office: _____

Mailing Address (if different) _____

4. Name of registered agent for service of process in Alabama: _____

5. Street (No PO Boxes) Address of initial registered office if different from principal office (**MUST** be physically located in Alabama if the principal office is located outside of Alabama):

Mailing Address in Alabama (if different) _____

- If the converted entity is one in which one or more owners lack limited liability protection, a statement that each owner of the converting entity who is to become a owner without limited liability protection of the resulting entity has consented in writing to the conversion as required by 10A-1-8.01 is attached.
- The undersigned certify that the conversion was approved pursuant to *Code of Alabama 1975*, Title 10A, Chapter 1, Article 8 (specifically 10A-1-8.01) and that the information included in or attached to this conversion form are true and correct.
- Signature requirements are in accordance with 10A-1-4.01 and 10A-1-8.01 of the *Code of Alabama 1975*.
- Any changes to Director information are attached on a separate page.

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Signature Page – Use additional if necessary.

Date

Typed Name **and** Title of Signature Below

Signature of Person Authorized to Sign

Date

Typed Name **and** Title of Signature Below

Signature of Person Authorized to Sign

Date

Typed Name **and** Title of Signature Below

Signature of Person Authorized to Sign

