

R. Kyle Ardoin  
Secretary of State



**APPLICATION FOR AUTHORITY  
TO TRANACT BUSINESS IN LOUISIANA**

(R.S. 12:304)

Foreign Corporation  
Enclose \$125 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov

STATE OF \_\_\_\_\_

Check one: ( ) Non Profit  
( ) Business

Check one: ( ) Original Application  
( ) Amended Application

PARISH/COUNTY OF \_\_\_\_\_

1. Corporation name: \_\_\_\_\_

2. Previous name: \_\_\_\_\_

3. Principal office address in state or country of incorporation: \_\_\_\_\_

4. Federal tax identification number: \_\_\_\_\_

5. Principal business office address: \_\_\_\_\_

**PLEASE INCLUDE COMPLETE STREET ADDRESSES FOR THE FOLLOWING**

6. Principal business establishment in Louisiana: \_\_\_\_\_

7. Registered office address in Louisiana: \_\_\_\_\_

8. Registered agent's name and address in Louisiana: \_\_\_\_\_

9. Nature of business to be transacted in Louisiana: \_\_\_\_\_

10. Names and addresses of directors and officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To be signed by any officer

Title and Date

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named corporation.

\_\_\_\_\_  
Registered Agent

Sworn to and subscribed before me on this date: \_\_\_\_\_

\_\_\_\_\_  
Notary

**STATE OF LOUISIANA**  
**SECRETARY OF STATE**

R. Kyle Ardoin  
Secretary of State



**IMPORTANT NOTICE**

The instructions from the Secretary of State's Office in order to qualify a foreign corporation to do business in the state of Louisiana are the following:

1. The name must be identical to the name on certificate of existence or good standing from incorporating jurisdiction. The certificate must be dated within 90 days of its submission.(In the states of Texas and Alabama, obtain a certificate of existence from the Secretary of State, not a good standing from the Comptroller/Department of Revenue.)
2. The name must be identical to the name on the certificate of fact evidencing the name change issued by the proper official of the incorporating jurisdiction.
3. The street address of the principal office of the corporation in the state or country under the laws of which it is incorporated.
4. The failure to include the federal taxpayer identification number of the corporation shall not invalidate nor cause the Secretary of State to reject the application.
5. The street address or intended street address of its principal business office wherever located. If you do not have one, write none in this space.
6. If none, registered agent's address is deemed to be the principal business establishment.
7. This address shall be the street address of your registered agent if the agent is an individual or corporation.
8. The agent must be an individual resident in Louisiana, an individual attorney or a partnership which is authorized to practice law in Louisiana or a domestic or foreign corporation authorized to act as registered agent for other corporations.
9. To be completed only if the corporation proposes to limit its authority in Louisiana.
10. Attach addendum if needed for additional officers and directors.

**NOTE:** If the corporation includes in its name the words "engineer," "engineering," "surveyor," or "surveying," please contact the Louisiana Professional Engineering and Land Surveying Board prior to submitting the application for authority. They can be contacted by phone (225) 925-6291, by mail at 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809 or online at [www.lapels.com](http://www.lapels.com).