



RA-100

# State of California Secretary of State

## Resignation of Agent Upon Whom Process May Be Served

There is no fee for filing this form.

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

This Space For Filing Use Only

**Entity Type** (Identify the type of business from which you are resigning as agent for service of process. Check only one box.)

- |   |  |
|---|--|
| <input type="checkbox"/> CORPORATION (domestic or qualified foreign)                    | <input type="checkbox"/> REGISTERED GENERAL PARTNERSHIP                                    |
| <input type="checkbox"/> LIMITED LIABILITY COMPANY (domestic or registered foreign)     | <input type="checkbox"/> UNINCORPORATED ASSOCIATION  |
| <input type="checkbox"/> LIMITED PARTNERSHIP (domestic or registered foreign)           | <input type="checkbox"/> FOREIGN PARTNERSHIP<br>(other than a foreign limited partnership) |
| <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP (domestic or registered foreign) | <input type="checkbox"/> FOREIGN ASSOCIATION   |

**Entity Name** (Enter the name of the entity from whom you are resigning as agent for service of process.)

2.

**Entity File Number** (Enter the file number issued to the above-named entity by the Secretary of State.)

3.

**Jurisdiction** (Enter the jurisdiction (state or country) under which the above-named entity was organized.)

4.

**Statement of Resignation** (The following statement declares intent to resign as agent for service of process and should not be altered.)

5. THE UNDERSIGNED HEREBY RESIGNS AS AGENT UPON WHOM PROCESS MAY BE SERVED IN CALIFORNIA FOR THE ABOVE-NAMED ENTITY.

### Execution

6. I DECLARE I AM THE PERSON WHO EXECUTED THIS INSTRUMENT, WHICH EXECUTION IS MY ACT AND DEED.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPE OR PRINT NAME OF DECLARANT (i.e., the individual or corporation resigning as agent for service of process for the above-named entity)

\_\_\_\_\_  
SIGNATURE OF DECLARANT **or** SIGNATURE OF AUTHORIZED REPRESENTATIVE OF DECLARANT (if declarant is a corporation)

\_\_\_\_\_  
TITLE OF OFFICE OF AUTHORIZED REPRESENTATIVE OF DECLARANT (if declarant is a corporation)

## **Instructions for Completing the Resignation of Agent Upon Whom Process may Be Served (Form RA-100)**

**Where to File:** For easier completion, this form is available on the Secretary of State's website at [www.sos.ca.gov/business/be/forms.htm](http://www.sos.ca.gov/business/be/forms.htm) and can be viewed, filled in and printed from your computer. The completed form along with the applicable fees can be mailed to Secretary of State, Document Filing Support Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814 or delivered in person (drop off) to the Sacramento office. If you are not completing this form online, please type or legibly print in black or blue ink. This form is filed only in the Sacramento office.

**Legal Authority:** Statutory filing requirements are found in California Corporations Code section [1503](#), [6211](#), [8211](#), [9660](#), [12571](#), [15901.16](#), [16309](#), [17061](#) or [18210](#); or California Financial Code section [14101.6](#). All statutory references are to the California Corporations Code, unless otherwise stated. **Note:** If the entity from which you are resigning as agent for service of process is a limited partnership, signing Form RA-100 constitutes an affirmation under penalty of perjury that the facts stated in the document are true. (Section [15902.08\(b\)](#).)

- An agent for service of process designated by an entity registered with the Secretary of State may file Form RA-100 to resign as such agent.
- Upon filing Form RA-100, the authority of the agent for service of process to act in that capacity will cease, and the Secretary of State will give written notice of the resignation to the entity.

**Fees:** There is no fee for filing Form RA-100. A \$15.00 special handling fee is applicable for processing documents delivered in person (drop off) to the Sacramento office. The special handling fee is in addition to the filing fee, should be included in a separate check, and will be retained whether the document is filed or rejected. The preclearance and/or expedited filing of a document *within a guaranteed time frame* can be requested for an additional fee in lieu of the special handling fee. Please refer to the Secretary of State's website at [www.sos.ca.gov/business/be/service-options.htm](http://www.sos.ca.gov/business/be/service-options.htm) for detailed information regarding preclearance and expedited filing services. The special handling fee or preclearance and expedited filings services are not applicable to documents submitted by mail. Check(s) should be made payable to the Secretary of State

**Copies:** The Secretary of State will endorse file one copy of the document if an exact copy is submitted along with the document to be filed. Copies submitted with the document to be filed can be certified upon request and payment of the \$8.00 per copy certification fee.

### **Complete Form RA-100 as follows:**

- Item 1.** Check the appropriate box indicating whether the entity is a corporation, limited liability company, limited partnership, limited liability partnership, registered general partnership, unincorporated association, foreign partnership (other than a foreign limited partnership) or foreign association. Check only one box.
- Item 2.** Enter the name of the entity from whom you are resigning as agent for service of process. Please enter the name exactly as it is of record with the Secretary of State, including the entity ending.
- Item 3.** Enter the file number issued to the entity by the Secretary of State.
- Item 4.** Enter the jurisdiction (state or country) under which the entity was organized.
- Item 5.** This statement declares intent to resign as agent for service of process for the subject entity and should not be altered.
- Item 6.** Type or print the name of the declarant (i.e., the individual or corporation resigning as agent for service of process for the subject entity). Form RA-100 must be signed and acknowledged by the declarant. Note: If the declarant is a corporation, Form RA-100 must be signed and acknowledged by an authorized representative of the corporate declarant and the title of the office of the authorized representative must be stated.