

STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
Business Registration Division
335 Merchant Street
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810
Phone No. (808) 586-2727

INSTRUCTIONS FOR FILING APPLICATION FOR CERTIFICATE OF AUTHORITY

(Section 414-433, 414D-273, Hawaii Revised Statutes)

Instructions: Application must be typewritten or printed in **black ink**, and must be **legible**. Application must be signed by at least one officer of the corporation or by the chairperson of the board of directors. All signatures must be in **black ink**. Submit application with the appropriate fee.

Attach an original certificate of good standing or other similar record duly authenticated by the secretary of state or other official having custody of corporate records in the state or country of incorporation and dated not more than sixty (60) days prior to the filing of this application. If the certificate of good standing or other similar record is in a foreign language, a translation under the oath of the translator shall accompany the certificate.

- Line 1. Check appropriate box to indicate if the corporation is profit or nonprofit.
- Line 2. Attach a certificate of good standing or other similar record from the secretary of state or other official having custody of corporate records in the state or country of incorporation which is dated not more than 60 days prior to the filing of this application.
- Line 3. State full name of the corporation. Name must be exactly the same as that shown on the certificate of good standing or other similar record.
- Line 4. Name the state or country where the corporation was incorporated.
- Line 5. State the month, day and year the corporation was incorporated.
- Line 6. State the complete mailing address (including city, state, and zip code) of the corporation's principal office.
- Line 7. State the name of the corporation's registered agent and the complete street address (including number, street, city, state, and zip code) in the State of Hawaii. The agent may be either an individual who resides in this State, a domestic entity, or a foreign entity authorized to transact business in the State of Hawaii, whose place of business is an address in this State to which service of process and other notice and documents being served on or sent to the entity represented by it may be delivered. If the agent is an entity, list the state or country in which it was incorporated, formed or organized.
- Line 8. List the names, office held and complete addresses of the corporation's officers and directors. If more space is required, use an attachment. Attachment must be typewritten or printed in black ink on 8 1/2 X 11 white, bond paper, printed only on one side.
- Line 9. Check whether the corporation has members or not. DO NOT CHECK BOTH.

Filing Fees: *Filing fees are not refundable.* Make checks payable to DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS.

Foreign Profit (\$50)

Foreign Nonprofit (\$25)

Dishonored Check Fee (\$25)

For any questions call (808) 586-2727. Neighbor islands may call the following numbers followed by 6-2727 and the # sign: Kauai 274-3141; Maui 984-2400; Hawaii 974-4000, Lanai & Molokai 1-800-468-4644 (toll free).

Fax: (808) 586-2733 Email Address: breg@dcca.hawaii.gov

NOTICE: THIS MATERIAL CAN BE MADE AVAILABLE FOR INDIVIDUALS WITH SPECIAL NEEDS. PLEASE CALL THE DIVISION SECRETARY, BUSINESS REGISTRATION DIVISION, DCCA, AT 586-2744, TO SUBMIT YOUR REQUEST.

ALL BUSINESS REGISTRATION FILINGS ARE OPEN TO PUBLIC INSPECTION. (SECTION 92F-11, HRS)