

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

**INFORMATION FOR FOREIGN NONPROFIT CORPORATIONS**  
Chapter 414D, Hawaii Revised Statutes

Registered Agent

Section 414D-277 provides that each domestic corporation shall have and continuously maintain in this State a registered agent who has a business address in this state. The registered agent shall be either an individual residing in this State or a domestic or foreign entity authorized to transact business in this State.

Section 414D-278 provides that a domestic corporation may change its registered agent or registered agent's name, business address, or its type or jurisdiction of organization by delivering to the department director for filing a statement of change setting forth the particulars required by this section.

Section 414D-279 provides that any registered agent in this State appointed by a domestic corporation may resign as the registered agent by signing and delivering a statement of resignation to the department director for filing. The registered agent shall promptly furnish the represented entity notice in a record of the date on which a statement of resignation was filed. The statement of resignation takes effect on the earlier of the thirty-first day after the day on which it is filed or the appointment of a new registered agent for the represented entity.

Additional Requirements

Section 414D-274 provides that whenever the name of a foreign corporation authorized to transact business in this State is changed by an amendment to its articles of incorporation, the foreign corporation shall, within sixty days after the amendment becomes effective, deliver to the director a certificate evidencing the name change duly authenticated by the proper officer of the state or country under the laws of which it is incorporated. A fee of \$10.00 shall accompany the filing of the certificate.

If a certificate is in a foreign language, it shall be accompanied by a translation under oath of the translator.

Withdrawal

Section 414D-282 provides that a foreign corporation may withdraw its certificate of authority to transact business in the State of Hawaii by filing an application for a certificate of withdrawal. Forms are available from the department.

SEE REVERSE SIDE FOR MORE INFORMATION.

### Annual Report

Section 414D-308 provides an annual report shall be filed within the time periods prescribed in subsections (c) and (d) that read as follows:

(c) Notwithstanding any other provision of this chapter to the contrary, annual reports reflecting the period from January 1, 2002, through December 31, 2002, that would otherwise be required, may be voluntarily filed with the department director if the annual report complies with the requirements of this section.

(d) Effective January 1, 2003, for a domestic or foreign corporation whose date of incorporation or registration in this State falls between:

(1) January 1 and March 31, an annual report shall be filed on or before March 31 of each year and shall reflect the state of the corporation's affairs as of January 1 of the year when filed;

(2) April 1 and June 30, an annual report shall be filed on or before June 30 of each year and shall reflect the state of the corporation's affairs as of April 1 of the year when filed;

(3) July 1 and September 30, an annual report shall be filed on or before September 30 of each year and shall reflect the state of the corporation's affairs as of July 1 of the year when filed; and

(4) October 1 and December 31, an annual report shall be filed on or before December 31 of each year and shall reflect the state of the corporation's affairs as of October 1 of the year when filed;

provided that if a domestic or foreign corporation is incorporated or registered in the same year in which the annual report is due, the domestic or foreign corporation shall not be required to file an annual report for that year. Thereafter, the domestic or foreign corporation shall comply with the requirements of this section.

A \$5.00 fee must be paid upon filing of the report.

Reminders will be mailed to every corporation each year, and in order to assure receipt of the same, this department shall be notified in writing of any change of address. The address change notification must be signed by a corporate officer and his corporate title must be stated below his signature.

If the annual report is not filed for a period of two years, the certificate of authority of the foreign corporation may be revoked by the director pursuant to Section 414D-283.

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](mailto:breg@dcca.hawaii.gov)

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