

**Delaware Division of Corporations  
401 Federal Street–Suite 4  
Dover, DE 19901  
Ph: 302-739-3073**

**Qualification  
of Foreign Corporation**

Dear Sir or Madam:

Attached please find a form for a Qualification of a Foreign Corporation to be filed in accordance with Section 371 of the General Corporation Law of the State of Delaware. A **Certificate of Existence**, dated within six months prior to the filing of the Qualification Certificate, from the foreign corporation's jurisdiction of incorporation must be submitted with the Qualification Certificate. The fee to file the Qualification Certificate is \$245. You will receive a stamped "Filed" copy of the submitted document along with a certificate of Qualification issued by the Secretary of State. A certified copy may be requested for an additional \$50. Expedited services are available. Please contact our office concerning these fees or you may consult our fee chart at [www.corp.delaware.gov](http://www.corp.delaware.gov). Please make the check payable to "Delaware Secretary of State".

An Annual Report must be filed by the foreign corporation by June 30 of each year following the calendar year in which their Qualification Certificate becomes effective. The fee to file the Annual Report is \$125. Please contact the Franchise Tax Section with any questions regarding the filing of the Annual Report.

For the convenience of processing your order in a timely manner, please include a cover letter with your name, address and telephone/fax number to enable us to contact you if necessary. Please make sure you thoroughly complete all information requested on this form. It is important that the execution be legible, we request that you print or type the name of the person signing under the signature line.

Thank you for choosing Delaware as your corporate home. Should you require further assistance in this or any other matter, please don't hesitate to call us at (302) 739-3073.

Sincerely,

Department of State  
Division of Corporations

encl.  
rev. 03/11

## Special Instructions – Qualification Certificate of a Foreign Corporation

*This form is to be used as a Template only. The following instructions will help you in correctly completing your Qualification Certificate. The instructions are numbered to correspond with the article being referenced.*

- 1. The name of the foreign corporation. If the name under which they are incorporated is not available for use in Delaware please choose a new name and list it as follows after the true name” doing business under the assumed name of .....”. Please visit our website to verify name availability.*
- 2. The jurisdiction of incorporation for the foreign corporation.*
- 3. The specific purpose of the foreign corporation must be listed; a general purpose statement is not sufficient.*
- 4. List the complete name and street address of the registered agent located in Delaware you are appointing to accept service of process for the foreign corporation.*
- 5. List the assets and liabilities of the foreign corporation within 6 months prior to the filing of this certificate. If the foreign corporation has no assets or liabilities please list “0” in the appropriate places.*

***Execution Block*** - *The document must be signed by an authorized officer of the foreign corporation pursuant to Section 371 of Title 8. The name of the person must be typed or written legibly underneath the signature.*

***PLEASE NOTE:*** *The completed qualification certificate must be accompanied by a **Certificate of Existence**, dated within 6 months prior to the filing of this certificate, from the foreign corporation’s jurisdiction of incorporation. If such certificate is in a foreign language an English translation must be attached.*

*This form contains the basic information required by statute; if you need to add additional information permitted by statute you may draft a new document. Please feel free to call our office at 302-739-3073 for assistance in completing this form.*

*Sincerely,  
Delaware Division of Corporations*

STATE OF DELAWARE  
QUALIFICATION CERTIFICATE  
OF A FOREIGN CORPORATION

The foreign corporation hereby certifies as follows:

1. The name of the foreign corporation is
  
2. The foreign corporation is formed under the laws of \_\_\_\_\_  
and is filing herewith a certificate evidencing its corporate  
existence.
  
3. The business which it proposes to do in the State of Delaware is as follows:
  
  
4. The Registered Office of the foreign corporation in the State of Delaware is  
located at \_\_\_\_\_ (street),  
in the City of \_\_\_\_\_, Zip Code \_\_\_\_\_  
The name of the Registered Agent at such address upon whom process against this  
foreign corporation may be served is \_\_\_\_\_
  
5. The assets of said foreign corporation are \$ \_\_\_\_\_ and the  
liabilities thereof are \$ \_\_\_\_\_. The assets and liabilities indicated are as  
of a date within six months prior to the filing date of this Certificate.
  
6. The business which it proposes to do in the State of Delaware is the business it is  
authorized to do in the jurisdiction of its incorporation.

By:

Authorized Officer

Name:

Print or Type