

Instructions For Completing Form SI-100

Where to file: For faster processing, the required statement for most corporations can be filed online at <https://businessfilings.sos.ca.gov/>. Alternatively, statement forms are available on the Secretary of State's website at www.sos.ca.gov/business/be/statements.htm and can be viewed, filled in and printed from your computer. Completed forms along with the applicable fees can be mailed to Secretary of State, Statement of Information Unit, P.O. Box 944230, Sacramento, CA 94244-2300 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, Sacramento, CA 95814. 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.

Every **domestic nonprofit, credit union and consumer cooperative corporation** must file a Statement of Information with the California Secretary of State, within 90 days after filing of the initial Articles of Incorporation, and biennially* thereafter during the applicable filing period. The applicable filing period for a corporation is the calendar month during which the initial Articles of Incorporation were filed and the immediately preceding five calendar months. A corporation is required to file this statement even though it may not be actively engaged in business at the time this statement is due. Changes to information contained in a previously filed statement can be made by filing a new form, completed in its entirety. * **Credit unions and consumer cooperative corporations** are required to file **annually** instead of biennially.

Legal Authority: Statutory filing provisions are found in California Corporations Code sections [6210](#), [8210](#), [9660](#), or [12570](#) and California Financial Code section [14101.6](#), unless otherwise indicated. All subsequent statutory references are to the California Corporations Code, unless otherwise stated. Failure to file this Statement of Information by the due date may result in the assessment of a \$50.00 penalty (Sections [6810](#), [8810](#), [9690](#), or [12670](#); California Revenue and Taxation Code section [19141](#)).

Every domestic nonprofit corporation formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) must also file a Statement By Common Interest Development Association (Form SI-CID) together with the biennial Statement of Information (California Civil Code section [1350](#), *et seq.*). Both forms are available on the Secretary of State's website at www.sos.ca.gov/business/be/statements.htm.

Fees: The fee for filing the Statement of Information is **\$20.00**. Checks should be made payable to the Secretary of State. If this statement is being filed to amend any information on a previously filed statement and is being filed outside the applicable filing period, as defined above, **no fee** is required.

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

Complete the Statement of Information (Form SI-100) as follows:

- Item 1.** Enter the name of the corporation **exactly** as it is of record with the California Secretary of State.
- Item 2.** Enter the complete street address, city and zip code of the corporation's principal office in California, if any. Please do not enter a P.O. Box or abbreviate the name of the city. Note: a credit union must enter the street address of the corporation's principal office, if any, whether the office is located in or outside of California.
- Item 3.** Enter the mailing address of the corporation, if different from the street address of the principal office in California or if the corporation has no principal office in California.
- Items 4-6.** Enter the name and complete business or residential address of the corporation's chief executive officer, secretary and chief financial officer. Please do not abbreviate the name of the city. The corporation must list these three officers. Any number of offices may be held by the same person unless the articles or bylaws provide otherwise, except, in the case of a nonprofit *public benefit* or *religious* corporation, neither the secretary nor the chief financial officer or treasurer may serve concurrently as the president or chair of the board (Sections [5213](#) or [9213](#)). Please note, unless the articles or bylaws provide otherwise, the president, or if there is no president, the chair of the board, is the chief executive officer of the corporation. Additionally, unless otherwise specified in the articles or the bylaws, if there is no chief financial officer, the treasurer is the chief financial officer of the corporation. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered, except in the case of a consumer cooperative corporation, which may include the name and address of its general manager in lieu of the name and address of its chief executive officer (Section [12570\(a\)](#)).
- Item 7.** Enter the name of the agent for service of process in California. An agent is an individual (director, officer or any other person, whether or not affiliated with the corporation) who resides in California or another corporation designated to accept service of process if the corporation is sued. The agent **must** agree to accept service of process on behalf of the corporation prior to designation.

If an individual is designated as agent, complete Items 7 and 8. If another corporation is designated as agent, complete Item 7 and proceed to Item 9 or Item 13, as applicable (do not complete Item 8).

Note: Before another corporation may be designated as agent, that corporation must have previously filed with the California Secretary of State, a certificate pursuant to Section [1505](#). **A corporation cannot act as its own agent** and no domestic or foreign corporation may file pursuant to Section 1505 unless the corporation is currently authorized to engage in business in California and is in good standing on the records of the California Secretary of State. In addition, a **credit union** must name an **individual** to act as agent for service of process. There is no statutory authority for a credit union to designate a corporation as agent.

- Item 8.** If an individual is designated as agent for service of process, enter a business or residential **street** address in California (a P.O. Box address is not acceptable). Please do not enter "in care of" (c/o) or abbreviate the name of the city. If another corporation is designated as agent, leave Item 8 blank and proceed to Item 9 or Item 13, as applicable.

Common Interest Development Corporations: Corporations formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) must complete Items 9-12. In addition, the corporation must file a Statement by Common Interest Development Association (Form SI-CID).

- Item 9.** Check the box only if the corporation is formed to manage a common interest. If the corporation is not formed to manage a common interest development, do not check the box and proceed to Item 13.
- Item 10.** Enter the complete address, city, state and zip code of the business or corporate office of the association, if any. Please do not abbreviate the name of the city.
- Item 11.** If the business or corporate office is not on the site of the common interest development, enter the name of the front street and nearest cross street for the physical location of the common interest development, including the nine-digit zip code.
- Item 12.** Enter the name and complete address of the association's managing agent, if any. Please do not abbreviate the name of the city.
- Item 13.** Type or print the name and title of the person completing this form and enter the date this form was completed.