



**District of Columbia Government
Corporations Division**

Instruction Sheet For Foreign Registration Statement Form FN-1, Ver. 5, September 2023

Use this form to register foreign filing entity in the District of Columbia.

Foreign filing entity includes nonprofit and for-profit corporation, limited liability company, limited partnership, limited liability partnership, general cooperative association, limited cooperative association and statutory trust

This process gives authority of the foreign filing entity to conduct business within the District of Columbia, but does not license the entity's activity, issue the permit or register for taxation purposes.

It is your responsibility to ensure compliance in those areas.

Application Instructions:

Item 1. Provide the entity name as it appears on the records of the state/province in the country of formation (domicile).

Item 2. Provide the entity type.

Item 3. Provide the entity's alternate name; this option shall only be used if entity's true name is not distinguishable on the records from the name of another registered entity or if entity is missing the appropriate corporate qualifier; entity may adopt alternate name or adopt its entity name, with the addition of its jurisdiction of formation clearly identified.

Item 4. Provide the name of the state/province and country of formation.

Item 5. Provide the date of organization.

Item 6. Date entity started or will start transacting business in the District of Columbia;

A-if entity has not started conducting business, you may indicate the following - upon registration;

B-if entity commenced its business previously, it may be liable for back reports and back fees;

Special Note: It is imperative for foreign filing entity that conducted business previously to contact division for exact fees and instructions to avoid application rejection for deficiency;

Item 7. Provide the address of the company in the state/country where it is organized; if no address is maintained in the State/country of formation then provides the entity's main address.

Item 8. Provide the Registered Agent's name and address in the District of Columbia.

Item 9. Briefly describe the proposed activity company will transact in the District of Columbia.

Item 10. State the names, residence and business addresses of each person (member, manager, officer, director, shareholder, partner, trustee etc.) whose aggregate share of direct or indirect, legal or beneficial ownership of a governance or total distributional interest of the entity:

(A) Exceeds 10 percent; or

(B) Does not exceed 10 percent; provided, that the person:

(i) Controls the financial or operational decisions of such entity; or

(ii) Has the ability to direct the day-to-day operations of such entity."

Item 11. Attach an original Certificate of Good Standing (Certificate of Existence) from Registration Authority in the State/Province in the Country of Incorporation that is not over 90 days old.

Item 12. Provide the name of the Governor or Authorized Person signing this form.

Item 12A. Provide the signature of the Governor or Authorized Person and date of filing.

Mail all forms and required payment to:

Department of Licensing and Consumer Protection
Corporations Division
PO Box 712300
Philadelphia, PA 19171-2300
Phone: (202) 442-4432

Many corporate filings are available online.

Go to our CorpOnline site at <https://corponline.dlcp.dc.gov> and sign in with Access DC to proceed.

Online filings are paid by credit card.



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Use this form to register your foreign filing entity to conduct business in the District of Columbia. Review instruction sheet on page 2 before completing this form.

ENTITY TYPE / AUTHORITY	FILING FEE
Foreign Filing Entity: § 29-105.03. & 29-102.01	Refer to Corporate Fee Schedule posted online;

Under the provisions of the Title 29 of D.C. Code (Business Organizations Act), the foreign filing entity listed below hereby applies for a Certificate of Registration to transact business in the District of Columbia, and for that purpose submits the statement below.

1. Entity Name	
2. Entity Type	3. Entity's Alternate Name (if true legal name is not available)
4. Organized under the laws of which state/province and country	5. Date of Organization
6. Date entity started or will start transacting business in the District of Columbia	
7. Principal Address	
8. Registered Agent's name, address and email of registered office in District of Columbia	
9. Briefly describe the proposed activity company will transact in the District of Columbia	
10. State the names and addresses of each person (member, manager, officer, director, shareholder, partner, trustee, etc.) that has interest or control over this entity (review instruction sheet for more information)	
11. Attach an original Certificate of Good Standing (Certificate of Existence) from Registration Authority in the State/Province/Country of Incorporation that is not over 90 days old	
<p align="center">If you sign this form you agree that anyone who makes a false statement can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405;</p>	
12. Name of the Governor or Authorized Person	12A. Signature of the Governor or Authorized Person & Date

<p>Mail all forms and required payment to: Department of Licensing and Consumer Protection Corporations Division PO Box 712300 Philadelphia, PA 19171-2300 Phone: (202) 442-4432</p>	<p>Many corporate filings are available online. Go to our CorpOnline site at https://corponline.dlcp.dc.gov and sign in with Access DC to proceed. Online filings are paid by credit card.</p>
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