



Department of Commerce and Consumer Affairs
Business Registration Division
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INSTRUCTIONS FOR PREPARING AND FILING AN APPLICATION FOR CERTIFICATE OF AUTHORITY FOR A FOREIGN CORPORATION

Sections [414-433](#) and [414D-273](#), Hawaii Revised Statutes (HRS)

Application must be typewritten or printed in **black ink** and must be **legible**. Attachments may be used, if necessary, and must be typed or printed in **black ink** on 8.5" x 11" white bond paper, single-sided. The 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 together with the appropriate fee(s). The date of incorporation will be the date that the Application for Certificate of Authority for Foreign Corporation is filed in compliance with the Hawaii Business Corporation Act (Chapter [414](#), HRS), or the Hawaii Nonprofit Corporation Act (Chapter [414D](#), HRS), as appropriate.

- Item 1. Check the appropriate box to indicate if the foreign corporation is profit or nonprofit.
- Item 2. State the full name of the foreign corporation. The name must be exactly the same as that shown on the 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, and the certificate shall not be dated not more than 60 days prior to the filing of this application.
- Item 3. Name the state, province, or country under whose law the corporation is incorporated.
- Item 4. State the month, day, and year the corporation was incorporated (MM/DD/YYYY).
- Item 5. State the complete mailing address of the corporation's initial principal office. If the address of the corporation's principal office differs from its mailing address, please also state the principal address.
- Item 6.
 - 6a. Indicate whether the corporation's registered agent is an entity or an individual. If the registered agent is an entity, state the entity name and state, province, or country of formation, incorporation, or organization of the corporation's registered agent. If the registered agent is an individual, state the individual's first name and last name.
 - 6b. State the complete street address of the place of business of the registered agent in the State of Hawaii to which service of process and other notice and documents being served on or sent to the entity represented by it may be delivered to.The corporation cannot be its own agent. Refer to Sections [414-61](#) or [414D-71](#), and [425R-4](#), HRS, for more information.
- Item 7. Indicate whether each director of the corporation is an entity or an individual, and state the entity's name or individual's first name and last name, followed by the director's complete business address.
- Item 8. Indicate whether each officer of the corporation is an entity or an individual and state the entity's name or individual's first name and last name. State the office held by the officer, followed by the officer's complete business address.
- Item 9. If the corporation is nonprofit, indicate whether the corporation has members or has no members. DO NOT CHECK BOTH. If the corporation is a profit corporation, leave this item blank.

Continued on next page.

Item 10. Attach a 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 under whose law it is incorporated; provided that the certificate shall be dated not earlier than sixty (60) days prior to the filing of this application. If the certificate is in a foreign language, an English translation attested to under oath by the translator shall accompany the certificate. Refer to Sections [414-433](#) and [414D-273](#), HRS, for more information.

Filing Fees: The fee for filing an Application for Certificate of Authority (foreign profit corporation) is **\$50.00** and is not refundable.
The fee for filing an Application for Certificate of Authority (foreign nonprofit corporation) is **\$25.00** and is not refundable.
Optional: the fee for one certified copy is \$10.00. Payments made by cash, check, or credit card are accepted. Make checks payable to DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS.
Dishonored Check Fee is \$25.00.

For any questions, call (808) 586-2727 or email breg@dcca.hawaii.gov.

NOTICE: THIS MATERIAL CAN BE MADE AVAILABLE FOR INDIVIDUALS WITH SPECIAL NEEDS. PLEASE CALL THE BUSINESS REGISTRATION DIVISION SECRETARY AT (808) 586-2744 TO SUBMIT YOUR REQUEST.

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