



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

# COVID-19 Frequently Asked Questions

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These FAQs address questions related to the Corporations, Securities & Commercial Licensing Bureau functions regarding business entity filings, professional licensing, and securities regulations during the COVID-19 outbreak. Frequently Asked Questions about COVID-19 are available at [Michigan.gov/coronavirus](https://Michigan.gov/coronavirus).

## ***General Questions***

1. **Q: Is the Corporations, Securities & Commercial Licensing Bureau open to the public?**

A: Effective Monday, March 16, 2020, the Corporations, Securities & Commercial Licensing Bureau will be closed to public visitors and walk-in customers until further notice.

2. **Q: What preventative measures should our business be taking to help slow the spread of COVID-19?**

A: Please visit [Michigan.gov/coronavirus](https://Michigan.gov/coronavirus) for updated information. Please follow all guidelines issued by the Michigan Department of Health and Human Services and the [Centers for Disease Control and Prevention](https://www.cdc.gov).

3. **Q: I am a self-employed worker, gig worker, or 1099-Independent Contractor and have seen a reduction in business due to COVID-19. Can I file an unemployment insurance claim?**

A: For more information, please visit the [Michigan Unemployment Insurance Agency website](https://Michigan.gov/unemployment).

## ***Business Entity Filings***

4. **Q: Is the Corporations Division accepting walk-in service?**

A: Effective on Monday, March 16, 2020, the Corporations, Securities & Commercial Licensing Bureau will be closed to public visitors and walk-in customers until further notice. If you need to submit a document that cannot be submitted online, email the completed document to [LARA-CSCL-CorpsEFile@michigan.gov](mailto:LARA-CSCL-CorpsEFile@michigan.gov). You will receive

instructions to pay the applicable filing fees. Please send questions for the Corporations Division to [CorpsMail@michigan.gov](mailto:CorpsMail@michigan.gov).

**5. Q: Are annual reports for profit and professional corporations still due to the Corporations Division by May 15, 2020?**

**A:** Yes. The due date is established by [section 911](#) of the Michigan Business Corporation Act, MCL 450.1911. The 2020 Annual Report can be completed online and submitted with the \$25.00 filing fee at [www.mi.gov/corpfileonline](http://www.mi.gov/corpfileonline). To start the filing process, enter the CID and PIN number for the company. If you do not have the CID and/or PIN number, use the CID/PIN Recovery page at [www.mi.gov/corppin](http://www.mi.gov/corppin) to obtain the CID and PIN, which will be emailed immediately. After logging in, select the “Annual Report” from the list of forms, and proceed with completing it. If you have any other questions, you may contact the Corporations Division by email to [CorpsMail@michigan.gov](mailto:CorpsMail@michigan.gov) or by calling 517-241-6470. Late filing penalties will not be assessed for annual reports received during the State of Emergency (currently extended through October 1, 2020).

**6. Q: Do you anticipate slower turnaround times for processing business entity filings?**

**A:** The Corporations Division is meeting statutory requirements and is currently processing documents within 10 business days or sooner.

**7. Q: Will there be any limitations on the ability to expedite business entity filings?**

**A:** The Corporations Division continues to accept submissions requesting expedited service. Expedited service can be requested when submitting a document online. Online forms can be accessed at [www.michigan.gov/corpfileonline](http://www.michigan.gov/corpfileonline).

Expedited service can be requested when submitting a document by mail. The [Expedited Service Request form](#) should be completed and included when submitting a document by mail. Documents submitted by mail are delivered to a remote location for receipts processing and are then forwarded to the Corporations Division for review. Day of receipt for mailed expedited service requests is the day the Corporations Division receives the request.

A document that is not eligible to be submitted online may be submitted by emailing the document to [LARA-CSCL-CORPSEFILE@MICHIGAN.GOV](mailto:LARA-CSCL-CORPSEFILE@MICHIGAN.GOV). The [Expedited Service Request form](#) should be completed and included when submitting a document by email. Day and time of receipt for emailed expedited service requests is the day and time that payment of the filing fees occurs. A list of documents available for submission by email is included as Attachment A in [Policy Statement C-69](#). After a document is received via email to [LARA-CSCL-CORPSEFILE@MICHIGAN.GOV](mailto:LARA-CSCL-CORPSEFILE@MICHIGAN.GOV), the submitter will receive an email containing a website link to pay the filing fees with a Visa, Discover, or MasterCard.

**8. Q: Are Certificates of Good Standing available?**

A: Yes. Certificates of Good Standing may be ordered online at [www.michigan.gov/corporderform](http://www.michigan.gov/corporderform) or by calling (517) 241-6470.

**9. Q: Are certified or uncertified copies of business entity filings available?**

A: Yes. Certified copies or uncertified/plain copies of business entity filings may be ordered online at [www.michigan.gov/corporderform](http://www.michigan.gov/corporderform) or by calling (517) 241-6470.

**10. Q: How does a corporation or limited liability company that was formed in another state receive authority to transact business in Michigan?**

A: To qualify a foreign entity to transact business in Michigan, you would need to complete an Application for Certificate of Authority to Transact Business in Michigan, [CSCL/CD-560](#) or [CSCL/CD-760](#) (depending on the type of entity), and submit it to the Corporations Division with the applicable filing fees. **Please note, a Certificate of Good Standing from the jurisdiction in which the entity is organized, not dated more than 30 days old when the Corporations Division receives it, is required to be submitted with the application.** Currently, form CSCL/CD-560 and CSCL/CD-760 cannot be submitted online. To submit a document that cannot be submitted online, email the completed document to [LARA-CSCL-CorpsEFile@michigan.gov](mailto:LARA-CSCL-CorpsEFile@michigan.gov). You will receive instructions to pay the applicable filing fees.

## ***Securities Regulations***

**11. Q: I am applying for a registration under the Michigan Uniform Securities Act. Who can I contact with questions?**

A: For most questions, it is easiest to reach staff by email. For pending applications related to securities products, broker-dealers, investment advisers, agents, and investment adviser representatives, contact the assigned worker you've been working with by email. For new applications, submit questions to [LARA-CSCL-Securities-Audit@michigan.gov](mailto:LARA-CSCL-Securities-Audit@michigan.gov) and we will answer questions as quickly as we can.

**12. Q: I have been communicating with CSCL concerning a securities complaint. Who should I contact?**

A: If you have been working with an investigator in connection with a complaint, please reach out to the assigned worker, or contact [LARA-CSCL-Securities-Audit@michigan.gov](mailto:LARA-CSCL-Securities-Audit@michigan.gov)

**13.Q: How can I request specific regulatory relief from requirements imposed under the Michigan Uniform Securities Act or Rules due to circumstances associated with COVID-19?**

A: You can submit a request to the Bureau, including a request for a No-Action Letter or Interpretive Opinion. To assist the Bureau in its review, please identify the specific regulatory relief you are seeking and describe the basis for the request. Please submit such requests to [LARA-CSCL-Securities-Audit@michigan.gov](mailto:LARA-CSCL-Securities-Audit@michigan.gov)

**14.Q: How can I file a new complaint regarding securities/investments?**

A: Complaints can be sent via email to [cscl-complaints@michigan.gov](mailto:cscl-complaints@michigan.gov). Please remember any sensitive information should be sent in a secure format.

***Prepaid Funeral & Cemetery Sales***

**15.Q: I have an upcoming audit scheduled. Should I expect the auditor to arrive on the scheduled date?**

A: If you have an audit scheduled, the assigned auditor should have already contacted you to discuss any scheduling changes. If not, you may direct questions to [LARA-CSCL-Securities-Audit@michigan.gov](mailto:LARA-CSCL-Securities-Audit@michigan.gov).

**16.Q: Is the audit staff available for general questions about prepaid matters?**

A: Yes, the audit staff may be contacted by phone or email.

**17.Q: My Prepaid Funeral & Cemetery Sales Act Annual Report is complete, should I still submit it?**

A: Yes, you may either mail the annual report to the address included in the report or email to [LARA-CSCL-Securities-Audit@michigan.gov](mailto:LARA-CSCL-Securities-Audit@michigan.gov).

**18.Q: I have general questions about the Prepaid Funeral & Cemetery Sales Act, who should I contact?**

A: Email [LARA-CSCL-Securities-Audit@michigan.gov](mailto:LARA-CSCL-Securities-Audit@michigan.gov) for questions about the Prepaid Funeral & Cemetery Sales Act and an employee will respond to assist you.

***Continuing Care Communities***

**19.Q: My renewal registration is about to expire, should I still submit my renewal application?**

A: The renewal application is still required to be submitted before the expiration of the current registration.

**20. Q: I need to submit an application to amend my registration, should that still be submitted?**

A: Any amendments to the registration as defined under the Continuing Care Community Disclosure Act should still be submitted timely.

***Licensing Complaints***

**21. Q: Who do I contact regarding an ongoing complaint?**

A: Contact the assigned worker on the documentation received from the department. You can also contact the department at [cscl-complaints@michigan.gov](mailto:cscl-complaints@michigan.gov) to find out what worker your complaint was assigned to along with contact information for them.

**22. Q: Who do I contact regarding a closed complaint?**

A: Contact the department at (517) 241-7000 or [cscl-complaints@michigan.gov](mailto:cscl-complaints@michigan.gov).

**23. Q: How do I file a complaint?**

A: Go to [www.Michigan.Gov/CSCL](http://www.Michigan.Gov/CSCL) and scroll to the complaint section of the page for additional information. You can mail a printed complaint form to:  
Corporations, Securities & Commercial Licensing  
P.O. Box 30018  
Lansing, MI 48909  
Email: [cscl-complaints@michigan.gov](mailto:cscl-complaints@michigan.gov)

**24. Q: Are complaints still being investigated?**

A: Yes.

***Mortuary Science***

**25. Q: May funeral services be conducted during the pandemic?**

A: Yes. [EO 2020-176](#) allows for both outdoor and indoor funeral services. Indoor funeral services statewide must be limited to no more than 10 people. For outdoor funeral services in most of the state, there must not be more than 100 people in attendance. Outdoor funeral services in region 6 and 8 must be limited to no more than 250 people. In all cases, individuals from different households must maintain six feet of distance from each other. For more information, visit [Executive Order 2020-176 FAQs](#). Many funeral homes offer webcasts or livestream options for viewing services to reduce the size of the in-person gathering to help prevent the spread of COVID-19. LARA encourages funeral homes and those planning on attending an in-person funeral service to review and follow the U.S. Centers for Disease Control and Prevention’s “[Funeral Guidance for Individuals and Families](#).”

**26. Q: Can funeral establishments receive and prepare bodies for final disposition during the pandemic?**

A: Yes. Even when the stay-at-home and “safer at home” orders were in effect, funeral establishments were providing critical functions, and “funeral professionals” were considered “critical infrastructure workers” under both those orders and the [guidance memo](#) from the U.S. Department of Homeland Security. The U.S. Centers for Disease Control and Prevention issued this [guidance](#) to help prevent disease transmission for funeral home employees and those planning on attending a funeral service.

**27. Q: Where can a funeral home or a funeral director reach out to obtain necessary personal protective equipment (PPE)?**

A: If you are in need of PPE (Gloves, Masks, Gowns), please route your requests to your local emergency manager. A list of emergency managers for the state is provided at [https://www.michigan.gov/documents/msp/LocalDir\\_external\\_320561\\_7.pdf](https://www.michigan.gov/documents/msp/LocalDir_external_320561_7.pdf). Please be aware that PPE is in limited supply around the world, so there may be a significant delay in receiving your requested items.

On August 28, 2020, the Michigan Department of Health and Human Services [announced](#) a \$25 million program to provide funds to eligible facilities to cover the costs of PPE to keep their employees who most need it and patients safe. The grant covers costs for up to 90 days of PPE for frontline employees, including employees of funeral homes. To apply for the Michigan PPE Grant Program, visit [ppegrant.mihealth.org](http://ppegrant.mihealth.org). For more information, please visit the program’s [Frequently Asked Questions](#).

**28. Q: If a funeral director suspects or learns that a person’s death resulted from COVID-19, what are the requirements for certifying that person’s death record certificate?**

A: On April 4, 2020, the Director of the Michigan Department of Health and Human Services issued an [Emergency Order](#) to streamline the death notifications system that requires funeral directors to file death certificates using Michigan’s [Electronic Death Records System](#). For more information, please visit [MDHHS website](#).

**29. Q: Can a funeral service be performed for a person who has died from COVID-19?**

A: A funeral or visitation service can be held for a person who has died of COVID-19. Funeral home workers should follow their routine infection prevention and control precautions when handling a decedent who died of COVID-19. If it is necessary to transfer a body to a bag, follow [Standard Precautions](#), including additional personal

protective equipment (PPE) if splashing of fluids is expected. For transporting a body after the body has been bagged, disinfect the outside of the bag with a [product with EPA-Approved emerging viral pathogens claims](#) expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.). Wear disposable nitrile gloves when handling the body bag.

**30. Q: Is there a special procedure to follow for embalming when a person has died from COVID-19?**

A: Embalming can be conducted. During embalming, follow Standard Precautions including the use of additional PPE if splashing is expected (e.g., disposable gown, faceshield or goggles and facemask). Wear appropriate respiratory protection if any procedures will generate aerosols or if required for chemicals used in accordance with the manufacturer's label. Wear heavy-duty gloves over nitrile disposable gloves if there is a risk of cuts, puncture wounds, or other injuries that break the skin. Additional information on how to safely conduct aerosol-generating procedures is in the [CDC's Postmortem Guidance](#). Cleaning should be conducted in accordance with manufacturer's instructions. [Products with EPA-approved emerging viral pathogens claims](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

**31. Q: Does the Bureau have additional resources or information?**

A: The National Funeral Directors Association and the U.S. Centers for Disease Control and Prevention has more information on the topic of COVID-19. You can find this information on [NFDA's website](#) and the [CDC Website](#) for postmortem guidance. The U.S. Department of Labor's Occupational Safety and Health Administration has additional information about work place safety and procedure on its [website](#).

***Unarmed Combat***

**32. Q: I wish to promote a boxing or mixed martial arts event that is regulated by the Michigan Unarmed Combat Commission and have questions about whether it may proceed, given the Governor's Executive Orders.**

A: Please review the information found on the Unarmed Combat Commission's website at: [www.mi.gov/ucc](http://www.mi.gov/ucc). It is subject to change.

***Ongoing Enforcement Cases***

**33. Q: I requested a compliance conference in response to a Formal Complaint or Notice of Intent to Revoke. Will it still be scheduled or held now that the office is closed?**

A: The Bureau's Regulatory Compliance Division will be reaching out to you or your attorney of record via US Mail, email, or phone to either schedule or reschedule the compliance conference in the coming days. All compliance conferences are currently being scheduled and held remotely via telephone or videoconference until further notice. You or your attorney may send an email to the division at [CSCL-FOIA@michigan.gov](mailto:CSCL-FOIA@michigan.gov) with any questions about upcoming or requested compliance conferences, as well.

**34. Q: I requested a formal hearing or received a Notice of Hearing from the Michigan Office of Administrative Hearings and Rules. Will it still be scheduled or held?**

A: The Michigan Office of Administrative Hearings and Rules will send you and your attorney a Notice of Hearing that will specify the manner in which the hearing will be conducted – either in-person or via teleconference or videoconference. See [www.mi.gov/moahr](http://www.mi.gov/moahr) for contact and temporary building closure information for the hearings office. If you have not yet received a Notice of Hearing, an attorney on behalf of the Bureau will be reaching out to you or your attorney of record in the coming days to discuss the matter. You or your attorney may also contact the Bureau's Regulatory Compliance Division via email at [CSCL-FOIA@michigan.gov](mailto:CSCL-FOIA@michigan.gov).