

POLICY STATEMENT
REGARDING WHAT DOCUMENTS MAY BE SUBMITTED ELECTRONICALLY
VIA EMAIL UNTIL AVAILABLE TO FILE ONLINE USING THE
CORPORATIONS ONLINE FILING SYSTEM (COFS)

The Business Corporation Act, 1972 PA 284, Michigan Limited Liability Company Act, 1993 PA 23, and Michigan Revised Uniform Limited Partnership Act, 1982 PA 213 provide that the administrator shall establish a procedure for accepting delivery of a document by electronic mail or over the Internet.

The Corporations Online Filing System (COFS) provides the ability to submit documents by completing forms online. However, at the time of the implementation of COFS not all types of documents may be completed online. All documents may be submitted by mail or in person. Until a document type is available in COFS, the Corporations Division in addition to submission by mail or in person will also accept only those document types not available in COFS by email. A list of the document types that may be submitted by email will be posted on the Corporations Division website along with detailed instructions and is included with this Policy Statement as Attachment A. Once a document type becomes available for submission online using COFS it will no longer be eligible for submission by email.

This policy shall be adopted immediately and remain in effect unless rescinded or modified by the Bureau Director.



Julia Dale, Director
Corporations, Securities & Commercial Licensing Bureau



Date Approved

Attachment A

Documents Available for Submission by Email

Only documents unavailable for submission via COFS at michigan.gov/corpfonline may be submitted electronically by email.

Effective October 30, 2017, forms that may be submitted by email are:

Form Number	Name of Document
402	Restated Certificate of Limited Partnership
403	Certificate of Amendment, Domestic Limited Partnership
404	Certificate of Cancellation, Domestic Limited Partnership
411	Application for Registration to Transact Business in Michigan, Foreign Limited Partnership
412	Certificate of Change, Domestic Limited Partnership
452	Certificate of Abandonment of Merger/Consolidation, Domestic Limited Partnership
503	Articles of Incorporation, Domestic Ecclesiastical Corporations
510	Restated Articles of Incorporation, Domestic Profit Corporations
510a	Restated Articles of Incorporation, Domestic Profit Corporations to Nonprofit
510b	Restated Articles of Incorporation, Domestic Nonprofit Corporations to PC
510c	Restated Articles of Incorporation, Domestic Nonprofit Corporations to Profit
510d	Restated Articles of Incorporation, Domestic Profit Corporations to PC
512	Restated Articles of Incorporation, Domestic Ecclesiastical Corporations
512a	Restated Articles of Incorporation, Domestic Ecclesiastical Corporations to Nonprofit
516	Certificate of Amendment, Domestic Ecclesiastical Corporations
517	Certificate of Abandonment of Amendment
518	Certificate of Correction
525	Certificate of Renewal of Corporate Existence
533	Certificate of Revocation of Dissolution
545	Application for Registration of Corporate Name
547	Certificate of Renewal of Registration of Corporate Name
550	Certificate of Merger/Consolidation
550m	Certificate of Merger, Cross Entity
551	Certificate of Merger, Parent/Subsidiary
552	Certificate of Abandonment of Merger/Share Exchange
553	Certificate of Share Exchange
554	Certificate of Conversion, Corporation into a Business Organization
560	Application for Certificate of Authority, Foreign Corporations
561	Application for Certificate of Withdrawal, Foreign Corporations
562	Amended Application for Certificate of Authority, Foreign Profit
565	Amended Application for Certificate of Authority, Foreign Nonprofit

730	Certificate of Dissolution, LLC prior to commencing business
750	Certificate of Merger, LLC
752	Certificate of Abandonment of Merger, LLC
753	Articles of Organization and Certificate of Conversion, LLC
753p	Articles of Organization and Certificate of Conversion, PLLC
754	Certificate of Conversion, LLC into a Business Organization
760	Application for Certificate of Authority, Foreign LLC
762	Amended Application for Certificate of Authority, Foreign LLC

If a document not listed above is received via email it will not be reviewed and the submitter will be instructed to file at michigan.gov/corpfileonline, by mail, or in person.

To submit by email, attach the completed document and send to LARA-CSCL-CORPSEFILE@michigan.gov. The submitter will be contacted by phone to collect the associated filing fee, so please be sure to include the submitter's phone number in the email.

If you are requesting expedited service complete and attach the EXPEDITED SERVICE REQUEST FORM CSCL/CD-272 and attach to the email.