



**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMERCIAL SERVICES**

Date Received	Extended To:	This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.	(FOR BUREAU USE ONLY)									
Date Received	Extended To:											
<table border="1" style="width: 100%;"> <tr> <td colspan="3">Name</td> </tr> <tr> <td colspan="3">Address</td> </tr> <tr> <td>City</td> <td>State</td> <td>ZIP Code</td> </tr> </table>			Name			Address			City	State	ZIP Code	EXPIRATION DATE:
Name												
Address												
City	State	ZIP Code										

 Document will be returned to the name and address you enter above. 

APPLICATION FOR RESERVATION OF NAME
For use by Corporations, Limited Partnerships, and Limited Liability Companies
(Please read information and instructions on reverse side)

Pursuant to the provisions of Act 284, Public Acts of 1972 (profit corporations), Act 162, Public Acts of 1982 (nonprofit corporations), Act 213, Public Acts of 1982 (limited partnerships), or Act 23, Public Acts of 1993 (limited liability companies), the undersigned applicant executes the following Application:

1. The name to be reserved is:

2. This name is reserved for use as the name of a (check appropriate box):

Profit Corporation (for six months following the month of filing) - \$10.00

Nonprofit Corporation (for four months following the month of filing) - \$10.00

Limited Partnership (for four months following the month of filing) - \$10.00

Limited Liability Company (for six months following the month of filing) - \$25.00

Signed this _____ day of _____, _____

(Type or Print Name of Applicant)

(Signature of Applicant)

(Type or Print Title)

(Street Address)

(City, State, ZIP Code)

The exclusive right to use a name may be transferred to another person. To request a transfer, complete the following:

NOTICE OF TRANSFER OF NAME RESERVATION

Pursuant to Section 215(2), Act 284, Public Acts of 1972; Section 215(3), Act 162, Public Acts of 1982; Section 103(b), Act 213, Public Acts of 1982; or Section 205(2), Act 23, Public Acts of 1993, the undersigned hereby transfers to

(Name and Address of Transferee)

the right to exclusive use of the name _____

(Name of Original Applicant)

By _____
(Signature)

INFORMATION AND INSTRUCTIONS

1. Submit one original of this document. Upon filing, the document will be added to the records of the Bureau of Commercial Services. The original will be returned to your registered office address, unless you enter a different address in the box on the front of this document.

Since this document will be maintained on electronic format, it is important that the filing be legible. Documents with poor black and white contrast, or otherwise illegible, will be rejected.

2. If the name is available, the administrator shall reserve it for exclusive use of the applicant.
Profit Corporations and Limited Liability Companies: Upon expiration, the name may again be reserved by filing another application and fee.

Nonprofit Corporations or Limited Partnerships: The Administrator, for good cause shown, may extend the reservation for periods of not more than two calendar months each. No more than two extensions shall be granted. Extension requests must be received in writing by the Bureau prior to the expiration of the reservation period.

3. Act 284, Public Acts of 1972; Act 192, Public Acts 1962; Act 213, Public Acts of 1982; and Act 23, Public Acts of 1993 require certain words or abbreviations be included or excluded from the name of profit corporations, limited partnerships, or limited liability companies. Those required are:

- a. Company, Corporation, Incorporated, Limited, Co., Corp., Inc., or Ltd. in the name of domestic (non-professional service) corporations.
- b. Professional Corporation or P.C. in the name of professional service corporations.
- c. Limited Partnership in the name of limited partnerships.
- d. Limited Liability Company, L.L.C., LLC, L.C., or LC in the name of (non-professional service) limited liability companies.
- e. Professional Limited Liability Company, P.L.L.C., PLLC, P.L.C., or PLC in the name of professional service limited liability companies.

Those excluded are: Corporation, Incorporated, Corp., Inc. in the name of the limited partnerships and limited liability companies.

4. The application for Reservation of Name and the notice of transfer of name reservation must be signed by the applicant.

5. **NONREFUNDABLE FEE:** Make remittance payable to the State of Michigan. No fee for transfer or extension of reservation.
CORPORATION OR LIMITED PARTNERSHIP.....\$10.00
LIMITED LIABILITY COMPANY.....\$25.00

Submit with check or money order by mail:

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Corporation Division
P.O. Box 30054
Lansing, MI 48909

To submit in person:

2501 Woodlake Circle
Okemos, MI
Telephone: (517) 241-6470

Fees may be paid by check, money order, VISA or Mastercard when delivered in person to our office.

MICH-ELF (Michigan Electronic Filing System):

First Time Users: Call (517) 241-6470, or visit our website at <http://www.michigan.gov/corporations>
Customer with MICH-ELF Filer Account: Send document to (517) 636-6437

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Optional expedited service.

Expedited review and filing, if fileable, is available for all documents for profit corporations, limited liability companies, limited partnerships and nonprofit corporations.

The nonrefundable expedited service fee is in addition to the regular fees applicable to the specific document.

Please complete a separate BCS/CD-272 form for expedited service for each document submitted in person, by mail or MICH-ELF.

24-hour service - \$50 for formation documents and applications for certificate of authority.

24-hour service - \$100 for any document concerning an existing entity.

Same day service

- **Same day - \$100 for formation documents and applications for certificate of authority.**
- **Same day - \$200 for any document concerning an existing entity.**

Review completed on day of receipt. Document and request for same day expedited service must be received by 1 p.m. EST OR EDT.

- **Two hour - \$500**

Review completed within two hours on day of receipt. Document and request for two hour expedited service must be received by 3 p.m. EST OR EDT.

- **One hour - \$1000**

Review completed within one hour on day of receipt. Document and request for 1 hour expedited service must be received by 4 p.m. EST OR EDT.

First time MICH-ELF user requesting expedited service must obtain a MICH-ELF filer number prior to submitting a document for expedited service. BCS/CD-901.

Changes to information on MICH-ELF user's account must be submitted before requesting expedited service. BCS/CD-901.

Documents submitted by mail are delivered to a remote location for receipts processing and are then forwarded to the Corporation Division for review. Day of receipt for mailed expedited service requests is the day the Corporation Division receives the request.