

**Instructions for Filing**  
**ARTICLES OF CONVERSION**  
**To Foreign Entity**  
*(Form BE-16)*

**This form should only be used by a domestic business entity for the purpose of converting to a foreign business entity that is not authorized to transact business or conduct affairs in this state. If the domestic business entity is converting to a business entity whose formation or whose status as a registered liability partnership, as defined in G.S. 59-32, or limited liability partnership, as defined in G.S. 59-102, requires the filing of a document with the Secretary of State, then the articles of conversion shall be included as part of that document instead of separately filing the articles of conversion.**

- Item 1** Enter the complete name of the converting business entity.
- Item 2** State whether the converting business entity is a **domestic** corporation, limited liability company, limited partnership, registered limited liability partnership or domestic partnership.
- Item 3** Enter the mailing address of the converting business entity prior to the conversion.
- Item 4** Enter the name of the resulting business entity.
- Item 5** State whether the resulting business entity is a **foreign** corporation, limited liability company, limited partnership, limited liability partnership or foreign partnership.
- Item 6** Enter the name of the state or country whose laws govern the resulting business entity's organization and internal affairs. (Note, this cannot be North Carolina.)
- Item 7** Enter the mailing address of the resulting business entity.
- Item 8** See form.
- Item 9** The document will be effective on the date and at the time of filing, unless a delayed date or an effective time (on the day of filing) is specified. If a delayed effective date is specified without a time, the document will be effective at 11:59:59 p.m. on the day specified. If a delayed effective date is specified with a time, the document will be effective on the day and time so specified. A delayed effective date may be specified up to and including the 90<sup>th</sup> day after the day of filing.

**Date and Execution**

Enter the date the document was executed.

In the blanks provided enter:

- The name of the converting business entity.
- The signature of the representative of the converting business entity.
- Business Corporation/Nonprofit Corporation: the document must be signed by the Chairman or any other Officer of the Corporation.
- Limited Liability Company: the document must be signed by a Company Official of the LLC.
- Limited Partnership/Limited Liability Partnership: the document must be signed by a General Partner of the LP/LLP.
- The name and title of the appropriate representative signing the document.

**State of North Carolina  
Department of the Secretary of State**

**ARTICLES OF CONVERSION  
To a Foreign Entity**

Pursuant to §§ 55-11A-12, 57D-9-32, 59-73.22, or 59-1062 of the General Statutes of North Carolina, as applicable, the undersigned converting business entity does hereby submit these Articles of Conversion for the purpose of converting to a different business entity.

1. The name of the converting business entity is \_\_\_\_\_.
2. The converting business entity is a (*check one*)  domestic corporation;  domestic limited liability company;  domestic limited partnership;  domestic registered limited liability partnership; or  domestic partnership.
3. The mailing address of the converting entity prior to the conversion is:  
\_\_\_\_\_.
4. The name of the resulting business entity is: \_\_\_\_\_.
5. The resulting business entity is a (*check one*)  foreign corporation;  foreign limited liability company;  foreign limited partnership;  foreign limited liability partnership; or  other partnership as defined in G.S. 59-36 not formed under the laws of North Carolina.
6. The organization and internal affairs of the resulting business entity are governed by the laws of the state or country of \_\_\_\_\_.
7. The resulting business entity is not authorized to transact business or conduct affairs in this State. The mailing address of the resulting business entity is: \_\_\_\_\_  
\_\_\_\_\_. The resulting business entity will file a statement of any subsequent change in its mailing address with the North Carolina Secretary of State.
8. A plan of conversion has been approved by the converting business entity as required by law.
9. These articles will be effective upon filing, unless a date and/or time is specified: \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Name of Converting Entity*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Type or Print Name and Title*

**NOTES:**

1. Filing fee is \$50. This document must be filed with the Secretary of State.

BUSINESS REGISTRATION DIVISION

(Revised July, 2017)

P. O. BOX 29622

RALEIGH, NC 27626-0622

(Form BE-16)