



New Mexico
Secretary of State

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FOREIGN NONPROFIT WITHDRAWAL

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SECRETARY OF STATE
CORPORATIONS BUREAU
CHARTERED DOCUMENTS DIVISION
325 DON GASPAR, SUITE 300
SANTA FE, NEW MEXICO 87501
(800) 477-3632

REQUIREMENTS FOR WITHDRAWAL OF A FOREIGN NONPROFIT CORPORATION
(53-8-77 TO 53-8-78 NMSA 1978)

FILING FEES: Application for Certificate of Withdrawal, \$10 (submit a signed original of the application, together with a duplicate copy which may be either signed or photocopied; the duplicate copy and a Certificate of Withdrawal will be returned for the corporation's records). ***The following fees apply only if you want an additional copy or copies to be certified: \$10*** per certified copy; if you do not provide the extra copy, a reproduction fee of **\$1** per page, minimum **\$5** is charged in addition to the \$10 certification fee. Payment of fees must be made by **check or money order**, made payable to the New Mexico Secretary of State. The New Mexico Secretary of State does not accept cash payment for any fees.

FILING PROCEDURE: A foreign corporation authorized to conduct affairs in New Mexico may withdraw its authority if it no longer desires to conduct such affairs, upon procuring from the Secretary of State a Certificate of Withdrawal. A **request for clearance for withdrawal** must be submitted the Secretary of State Corporate Report Compliance Division at the above letterhead address (*request form for this clearance is included in this packet*). Upon receipt of the clearance for withdrawal, the corporation shall file with the Secretary of State: **(1) the signed original of the Application for Certificate of Withdrawal, together with a duplicate copy** which may be either signed or photocopied; **(2) the clearance for withdrawal**; and **(3) \$10** filing fee. If the Secretary of State determines that the documents delivered for filing conform with the provisions of the Nonprofit Corporation Act, it shall, when all required filing fees have been paid, retain the signed original in the files of the Secretary of State and return the duplicate together with a Certificate of Withdrawal.

EXECUTION OF DOCUMENTS: The application for Certificate of Withdrawal must be executed (signed) by two officers of the corporation.

NOTE: Please refer to Sections 53-8-64 to 53-8-83 of the New Mexico Nonprofit Corporation Act for the complete statutes governing a foreign nonprofit corporation in New Mexico. A copy of the statutes can be obtained from this office at your request. The Corporations Bureau can only act in an administrative capacity. We cannot offer you legal advice or opinion on your particular filing. We recommend that you consult with your own attorney and accountant if you have legal questions concerning your corporation.

INCLUDED IN THIS PACKET ARE INSTRUCTIONS FOR COMPLETING OUR FORMS. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.

Please visit our website at:
www.sos.state.nm.us