



California Corporate & Securities Law

Electronic Filing of Section 25102(f) Notices

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For the last five years, the Commissioner of Corporations has required that notices of exemption filed pursuant to Corporations Code § 25102(f) be filed electronically, except in cases of demonstrable hardship. See 10 CCR § 260.102.14(f). Electronic filing is also required for notices of exemption required to be filed pursuant to 10 CCR § 260.103.

To begin the process, you should go to the Department of Corporations' Internet [site](#). Below are some things to keep in mind if you are a first time filer:

- Because the Commissioner requires payment of the applicable filing fee at the time of filing, you must have a credit card. The Commissioner accepts Visa, MasterCard and Discover Card. Sorry, Amex cards, green, gold or platinum, are not accepted.
- If you are attempting to file from a website address outside of the United States, you won't be able to access the online filing system. This would be considered a "Hardship Exception" for the 25102(f) notice and a paper notice should be filed.
- In order to make an online filing, you will need to create a user profile either as the issuer or an issuer's representative.
- You will be required to furnish the issuer's Federal Employer Identification Number (FEIN). An issuer representative will also need its FEIN to create a user profile (Do Not use a Social Security Number).
- If creating a user profile as an issuer representative, you should also be prepared with a unique profile name.
- An issuer is required to print a copy of the notice and manually sign it. The issuer must retain the manually signed copy for a period of five years from the date of filing. **Do not mail the printed copy to the Department of Corporations.** The notice must be signed by an authorized officer, director, general partner or trustee of the issuer (or a person occupying a position with the issuer of equivalent responsibility) or by the authorized attorney of the issuer.

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