

Natalie E. Tennant
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APPLICATION FOR NAME RESERVATION

**FILE ONE ORIGINAL
FEE: \$15.00**

Hrs: 8:30 a.m. – 5:00 p.m. ET

1. I want to **reserve** the following **name** for a period of one hundred twenty (120) days: _____

2. The name will be used for a: (check one)

<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Business Trust
<input type="checkbox"/>	Voluntary Association	<input type="checkbox"/>	Limited Partnership
<input type="checkbox"/>	Limited Liability Company		
<input type="checkbox"/>	Limited Liability Partnership		

3. The person or company reserving this name intends to: (check one)

<input type="checkbox"/>	Organize as a West Virginia company
<input type="checkbox"/>	Qualify as a foreign company in WV -- the original state of resignation is _____
<input type="checkbox"/>	Change the present company name

4. The **name** and **address** of the **applicant** (person or company) is:

Name:	_____
Street:	_____
City/State/Zip:	_____

5. **Signature:** _____ **Title:** _____

ACKNOWLEDGEMENT (For office use only)

TO THE APPLICANT:

The name is reserved for the exclusive use of the applicant for **120 days** beginning _____ and ending _____

The name is NOT available (see attached conflict), and the application is accordingly denied.

NATALIE E. TENNANT
Secretary of State

BY: _____
Business & Licensing Clerk

INSTRUCTIONS FOR FILING APPLICATION FOR NAME RESERVATION

BEFORE you fill out the application: The name you select will be approved **only** if it is available--that is, if the name is not the same as and is distinguishable from any other name which has been reserved or filed. Before you prepare this application, call the Corporations Division at (304)558-8000 to find out if the name you have chosen is available. A telephone check on availability of a name is NOT a guarantee, but it will help find a name you can use. Once your name reservation application is approved, you are guaranteed exclusive use of the name for 120 days, enough time to prepare and submit the actual filing to establish or authorize the type of business you will form.

FILLING OUT THE APPLICATION:

1) The requirements for the name of the new company depends on the laws for each company type.

- ◆ All company types The name may not contain any word or phrase which implies that it is organized for any purpose other than the stated purpose of the company.
 - Words implying the business of banking or insurance may not be used if the company will be authorized to engage in those business in WV.
 - Words such as “engineer” or “engineering” may only be used if the purpose is to practice professional engineering and one of the principals is a registered WV professional engineer.
 - Some licensed professions have specific requirements and prohibitions.
 - The term “911” is prohibited.
 - Any company which is not a corporation may not use the corporate terms listed below.

- ◆ Corporation The name must include one of these words or abbreviations:
 - Incorporated; Corporation; Company; Limited; Inc.; Corp.; Co.; Ltd.

- ◆ Limited Liability Company The name must include one of these terms or abbreviations:
 - Limited Liability Company; Limited Company; L.L.C.; LLC; L.C.; LC; Ltd. Co.Professional companies must first obtain board approval for the name and must use either:
 - Professional Limited Liability Company; Professional L.L.C.; Professional LLC; P.L.L.C.; PLLC

- ◆ Limited Liability Partnership The name must include one of these terms or abbreviations:
 - Registered Limited Liability Partnership; L.L.P; LLP

- ◆ Limited Partnership The name must include one of these terms or abbreviations:
 - Limited Partnership; Ltd. Partnership; L.P.; LP
 - The name may not contain the name of a limited partner unless that person or company is also a general partner, or unless the business has been carried on under the name before that limited partner was admitted.

- ◆ Voluntary Association & Business Trust May not include any term indicating it is incorporated.

2) Sole proprietors and partnerships may not reserve a name with the Secretary of State. Check the type of company you plan to form, and make sure the name you propose meets those requirements.

3) Check the reason you are reserving the name

4) When you are ready to register the company, the person who signs as the applicant to reserve the name will have to approve the company formation. The applicant is essentially the owner of the name for 120 days. The applicant should be a principal of the company.

Note: A reserved name may be transferred from any other person or company by filing with the Secretary of State a Notice of Transfer executed by the applicant for whom the name was reserved, specify the name and address of the transferee.

FILE THE APPLICATION AT THE ADDRESS ON THE TOP OF THE APPLICATION
Fee -- \$15 Make checks payable to the Secretary of State