

**Form 632  
(Revised 12/23)**

Return in duplicate to:  
Secretary of State  
P.O. Box 13697  
Austin, TX 78711-3697  
512 463-5555  
FAX: 512 463-5709

**Filing Fee:** [See instructions](#)

This space reserved for office use.



**Certificate of Conversion  
of a  
Corporation Converting  
to a  
Limited Liability Company**

**Converting Entity Information**

The name of the converting corporation is: \_\_\_\_\_

The jurisdiction of formation of the corporation is: \_\_\_\_\_

The date of formation of the corporation is: \_\_\_\_\_

The file number, if any, issued to the corporation by the secretary of state, is: \_\_\_\_\_

**Converted Entity Information**

The corporation named above is converting to a limited liability company. The name of the limited liability company is: \_\_\_\_\_

The limited liability company will be formed under the laws of: \_\_\_\_\_

**Plan of Conversion or Alternative Statements**

The plan of conversion is attached.

*If the plan of conversion is not attached, the following statements must be completed.*

In lieu of attaching the plan of conversion, the converting corporation certifies that:

A signed plan of conversion is on file at the principal place of business of the corporation, the converting entity. The address of the principal place of business of the corporation is:

Street or Mailing Address

City

State

Country

Zip Code

A signed plan of conversion will be on file after the conversion at the principal place of business of the limited liability company, the converted entity. The address of the principal place of business of the limited liability company is:

Street or Mailing Address

City

State

Country

Zip Code

A copy of the plan of conversion will be furnished on written request without cost by the converting entity before the conversion or by the converted entity after the conversion to any owner or member of the converting or converted entity.

## Certificate of Formation for the Converted Entity

The converted entity is a Texas limited liability company. The certificate of formation for the Texas limited liability company is attached to this certificate of conversion as an attachment or exhibit to either (i) the plan of conversion or (ii) this certificate if the plan has not been attached to the certificate of conversion. The certificate of formation includes a statement that the converted entity is formed under a plan of conversion and the name, address, date of formation, prior form of organization, and jurisdiction of formation of the converting entity.

### Approval of the Plan of Conversion

The plan of conversion has been approved as required by the laws of the jurisdiction of formation and the governing documents of the converting entity.

### Effectiveness of Filing (Select either A, B, or C.)

A.  This document becomes effective when the document is accepted and filed by the secretary of state.

B.  This document becomes effective at a later date, or a later date and time, not more than 90 days from the date of signing. The delayed effective date or date and time, as applicable, is: \_\_\_\_\_

C.  This document takes effect upon the occurrence of the future event or fact, other than the passage of time. The 90<sup>th</sup> day after the date of signing is: \_\_\_\_\_

The following event or fact will cause the document to take effect in the manner described below:

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### Tax Certification

Attached hereto is a certificate from the comptroller of public accounts that certifies the corporation as the converting entity is in good standing for purposes of conversion.

In lieu of providing the tax certificate, the limited liability company as the converted entity is liable for the payment of any required franchise taxes.

### Execution

The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument. The undersigned certifies that the statements contained herein are true and correct, and that the person signing is authorized under the provisions of the Texas Business Organizations Code, or other law applicable to and governing the converting entity, to execute the filing instrument.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name of converting entity (see instructions)

\_\_\_\_\_  
Signature and title of authorized person (see instructions)

\_\_\_\_\_  
Printed or typed name of authorized person